

**Decision Maker:** EXECUTIVE AND RESOURCES  
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** Wednesday 23 November 2016

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

**Title:** WORK PROGRAMME 2016/17

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

**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** (All Wards);

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1. Reason for report

- 1.1 This report offers the Committee an opportunity to consider its work programme for 2016/17, including scheduled meetings and PDS working groups. The Committee has nine meetings scheduled during 2016/17 – the dates are set out in Appendix 1, with a draft list of the items to be considered.
- 1.2 In addition, the Committee is requested to consider and approve amended terms of reference for the Contracts Sub-Committee.
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2. **RECOMMENDATIONS**

- (1) **The Committee is requested to consider its work programme and indicate any changes or any particular issues that it wishes to scrutinise.**
- (2) **That the amended terms of reference for the Contracts Sub-Committee (as set out in paragraph 3.7 of this report) be approved.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: None
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### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Excellent Council:
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### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £335,590
  5. Source of funding: 2016/17 revenue budget
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### Personnel

1. Number of staff (current and additional): 8 posts (7.27 fte)
  2. If from existing staff resources, number of staff hours: Not applicable
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### Legal

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

1. Summary of Procurement Implications: None
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of committee members in setting their future work programme.
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### Ward Councillor Views

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

### 3. COMMENTARY

#### Meeting Schedule

- 3.1 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. This Committee has the additional role of providing a lead on scrutiny issues and coordinating PDS work.
- 3.2 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 any other method.
- 3.3 A schedule of the Committee’s meetings in 2016/17 is attached at [Appendix 1](#), along with draft lists of reports. The timing of meetings is tied to the need to pre-scrutinise Executive agendas. As in previous years, question sessions with the Leader, Resources Portfolio Holder and Chief Executive are being arranged.

#### Sub-Committees and Working Groups

- 3.4 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year, and it offers guidance and techniques for prioritising reviews. At a time of pressure on Member and officer resources it is important that any additional work is carefully targeted at priority issues where improvements can be achieved. In recent years, this Committee has examined a number of issues through its Working Groups - part of the Committee’s workload may include follow-up work on some of these reviews.
- 3.5 A schedule of Sub-Committees and Working Groups across all PDS Committees is attached as [Appendix 2](#) to this report. This will be updated for future meetings as other PDS Committees meet and confirm which Working Groups to appoint.

#### Contracts Sub-Committee – Terms of Reference

- 3.6 In 2015/16 the Committee established a Contracts Working Group which met seven times under the chairmanship of Councillor Stephen Wells. Following the Constitution Improvement Working Group’s fifth report, Council approved the establishment of a Contracts Sub-Committee, as a Sub-Committee of this Committee. The Sub-Committee has met on 22<sup>nd</sup> June, 24<sup>th</sup> August and 2<sup>nd</sup> November 2016.
- 3.7 At its most recent meeting on 2<sup>nd</sup> November 2016, the Sub-Committee considered a report proposing amended terms of reference to clarify the Sub-Committee’s role. The original terms of reference were -

*“To undertake the policy development and scrutiny role in respect of the Council’s commissioning and contracts functions (whilst respecting the responsibilities of service PDS Committees) and report to Executive and Resources PDS Committee as appropriate.”*

Following detailed consideration, it was agreed that the Sub-Committee should recommend to this Committee the adoption of the following proposed terms of reference -

*“To undertake the policy development and scrutiny role in respect of the Council’s commissioning and contracts functions (whilst respecting the responsibilities of service PDS Committees) and report to Executive and Resources PDS Committee as appropriate.*

*This will include –*

- *promoting best practice across the Council on commissioning, contracts and contract monitoring issues;*
- *reviewing the corporate contracts register and in particular the “commissioning journey” for contracts with a value of £500,000 and above, or any contracts where there is a defined risk, making recommendations as appropriate;*
- *considering contracts issues raised by the Executive, Policy Development and Scrutiny Committees and the Audit Sub-Committee;*
- *making recommendations to Audit Sub-Committee on the Contract Procedure Rules;*
- *making any other contractual related recommendations to the Chief Executive and the Executive as appropriate.”*

3.8 The Chairman of the Sub-Committee stressed that the role of the Sub-Committee was to review contracts that could teach the Council and its Members something, ensuring that lessons were learnt. He considered that it was important that service PDS Committees were reviewing the contracts register for their own services on a regular basis - the Contracts Sub-Committee should not become a repository for all contract issues as a result of the service PDS Committees not adequately fulfilling their responsibilities in terms of scrutiny of the contracts register. This view was endorsed by the Sub-Committee Members who agreed that the contracts register should be regularly reviewed by the PDS Committees.

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children/Policy/Financial/Legal/Personnel/Commissioning
Background Documents: (Access via Contact Officer)	Previous work programme reports Contracts Sub-Committee, 2 <sup>nd</sup> November 2016 – report and minutes on Terms of Reference

**COMMITTEE MEETING SCHEDULE 2016/17**

**Meeting 1: Thursday 12<sup>th</sup> May 2016**

Standard items (Matters Arising/Forward Plan/Executive Agenda/PDS Updates/Work Programme)  
Corporate Contracts Register  
Bromley Youth Employment Project - Monitoring

**Meeting 2: Wednesday 8<sup>th</sup> June 2016**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)

**Meeting 3: Thursday 7<sup>th</sup> July 2016**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Scrutiny of the Resources Portfolio Holder  
Monitoring Report: Customer Services  
Monitoring Report: Revenues Service  
Monitoring Report: Benefits Service  
Monitoring Report: Exchequer Services  
Section 106 Monitoring  
Mobile Phone Contract and Annual IT Support Contracts

**Meeting 4: Wednesday 7<sup>th</sup> September 2016**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Corporate Contracts Register  
Scrutiny of the Chief Executive  
Local Government Ombudsman Annual Report

**Meeting 5: Wednesday 12<sup>th</sup> October 2016**

Standard items (Matters Arising/Forward Plan/ Executive Agenda/Work Programme)  
Monitoring Report: BT ICT Support Contract

**Meeting 6: Wednesday 23<sup>rd</sup> November 2016**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Scrutiny of the Leader

**Meeting 7: Wednesday 4<sup>th</sup> January 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Scrutiny of the Resources Portfolio Holder  
Monitoring Report: Customer Services  
Monitoring Report: Revenues Service  
Monitoring Report: Benefits Service  
Monitoring Report: Exchequer Services

**Meeting 8: Wednesday 1<sup>st</sup> February 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Corporate Contracts Register  
Monitoring Report: Agency Staff Contract (Adecco)  
Scrutiny of the Chief Executive

**Meeting 9: Wednesday 15<sup>th</sup> March 2017**

Standard items (Matters Arising/Forward Plan/Executive Agenda/Work Programme)  
Scrutiny of the Leader  
Annual PDS Report for 2016/17

**To be allocated:** Monitoring Report: TFM Contract (Amey)

**PDS SUB-COMMITTEES AND WORKING GROUPS 2016/17**

<b>SUBJECT</b>	<b>DURATION</b>	<b>MEMBERSHIP</b>
<b>EXECUTIVE AND RESOURCES PDS</b>		
Contracts Sub-Committee	Met on 22 <sup>nd</sup> June, 24 <sup>th</sup> August and 2 <sup>nd</sup> November 2016. Next meetings on 8 <sup>th</sup> December 2016, 31 <sup>st</sup> January and 11 <sup>th</sup> April 2017.	Cllrs Stephen Wells (Ch), Simon Fawthrop, William Huntington-Thresher, Russell Mellor, Keith Onslow, Chris Pierce & Angela Wilkins
<b>CARE SERVICES PDS</b>		
Health Scrutiny Sub-Committee	Met on 8 <sup>th</sup> June and 2 <sup>nd</sup> November 2016; next due to meet on 9th March 2017.	Cllrs Judi Ellis (Ch), Ruth Bennett, Kevin Brooks, Mary Cooke, Hannah Gray, David Jefferys, Terence Nathan, Catherine Rideout, Charles Rideout & Pauline Tunnicliffe
Our Healthier South East London Joint Health Overview and Scrutiny Committee (with Bexley, Greenwich, Lambeth, Lewisham & Southwark)	Met on 1 <sup>st</sup> February 2016, 26 <sup>th</sup> April 2016, 17 <sup>th</sup> May and 11 <sup>th</sup> October 2016. Due to meet on 28 <sup>th</sup> November 2016	Cllr Judi Ellis
<b>EDUCATION SELECT COMMITTEE</b>		
Education Budget Sub-Committee	Met on 1 <sup>st</sup> November 2016. Next due to meet on 31 <sup>st</sup> January 2017	Cllrs Neil Reddin (Ch), Kathy Bance, Julian Benington, Nicholas Bennett, Alan Collins & Judi Ellis
<b>ENVIRONMENT PDS</b>		
Streetscene Working Group	First meeting on 11 <sup>th</sup> October 2016.	Cllrs Ian Dunn, William Huntington-Thresher, Chris Pierce, Sarah Phillips & Catherine Rideout
Highways and Footways Working Group	Proposed to meet before Christmas.	Cllrs David Cartwright, Ian Dunn, Samaris Huntington-Thresher, William Huntington-Thresher, Angela Page & Melanie Stevens.
Congestion Working Group	To start after Highways and Footways WG	To be confirmed
<b>PUBLIC PROTECTION AND SAFETY PDS</b>		
<b>RENEWAL AND RECREATION PDS</b>		
Beckenham Working Group	Last met on 27 <sup>th</sup> October 2016. Next meeting on 12 <sup>th</sup> January 2017.	Cllr Michael Tickner (Ch) and ward councillors.