Report No.
CSD 18109

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **CONTRACTS & COMMISSIONING SUB COMMITTEE**

Date: **17th July 2018**

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

Title: **WORK PROGRAMME**

Contact Officer: Steve Wood—Democratic Services Officer
Tel: 0208 313 4316 E-mail: stephen.wood@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

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1. Reason for report

1.1 This report offers the Sub-Committee and officers an opportunity to consider its work programme and prioritise issues that should be scrutinised..

The new meeting dates for 2018-2019 have now been added.

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2. RECOMMENDATION:

2.1 That the Sub-Committee considers its work programme and highlights any particular issues that it wishes to consider for the rest of the municipal year.

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Impact on Vulnerable Adults and Children

1. Summary of Impact: Many of the contracts scrutinised by the Sub-Committee will have an impact on vulnerable adults and children—hence the need for proper scrutiny by the Committee.

Corporate Policy

1. Policy Status: Existing Policy:
2. BBB Priority: The contracts will be relevant to all BBB priorities.

Financial

1. Cost of proposal: No Cost:
2. Ongoing costs: Not Applicable:
3. Budget head/performance centre: £350,650
4. Total current budget for this head: Not Applicable
5. Source of funding: Not Applicable

Personnel

1. Number of staff (current and additional): 8 (6.87fte)
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.

Procurement

1. Summary of Procurement Implications: Not Applicable

Customer Impact

1. Estimated number of users/beneficiaries: All Bromley residents.

Ward Councillor Views

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

3. COMMENTARY

3.1 This report offers the Sub-Committee an opportunity to consider its future work programme and prioritise the key issues that need consideration.

3.2 A draft work programme is set out in Appendix A, updated since the Sub-Committee's last meeting. A number of issues raised by Members in the last few months, or referred from Executive and Resources & Contracts PDS have been added to the work programme. An effort has been made with the suggested dates to provide a balance of issues spread through the year, but Members may want to add or remove issues from the programme, or change the proposed reporting dates. The new dates for 2018-2019 have been added.

3.3 Members are free to email the Committee Clerk with suggestions for the Work Programme for the next Municipal Year.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel/Impact on Vulnerable People & Children/Commissioning
Background Documents: (Access via Contact Officer)	Previous Matters Arising Report and Minutes of the previous meeting.

Appendix A

Work Programme 2017/18—2018/19

Proposed Date	Issue	Officer
Meeting 1 March 29th 2018	Examination of the service specification for the provision of primary and secondary care and health intervention services.	Director of Commissioning Paul Feven
	Corporate Contracts Register	Head of Corporate Procurement
	Work Programme	Committee Clerk
	Matters Arising	Committee Clerk
Meeting 2 June 25th 2018 Special Meeting	Special Meeting convened to discuss issues relating to the Bromley Healthcare Contract	Paul Feven
Meeting 3 17th July 2018	Work Programme	Committee Clerk
	Update on Joint Commissioning with CCG-6 month review.	Paul Feven/Graham Mackenzie
	Contracts Register Report and Database Extract	Head of Corporate Procurement
	Commissioning Delivery Plan Report	Director of Commissioning.
	Review of the Tender for the Exchequer Services Contract	
Meeting 4 September 4th 2018	Work Programme and Matters Arising	Committee Clerk
	Contracts Register Report and Database Extract	Head of Corporate Procurement
	Commissioning Delivery Plan Report	Director of Commissioning
	SEN Transport Report	
	6 Month Review of the Library Contract	Tim Woolgar and Colin Brand
Meeting 4 11th December 2018	Matters Arising	Committee Clerk
	Work Programme	Committee Clerk
	Contracts Register	Head of Corporate Procurement
	Commissioning Delivery Plan Report	Director of Commissioning

Meeting 5 15th January 2019	Matters Arising	Committee Clerk
	Work Programme	Committee Clerk
	No Contracts Register in January	
	Commissioning Delivery Plan Report	Director of Commissioning
Meeting 6 April 2nd 2019	Matters Arising	Committee Clerk
	Work Programme	Committee Clerk
	Contracts Register	Head of Corporate Procurement
	Update on progress made towards full integration by 2020	Deputy Chief Executive
Future issues (Unscheduled)	None	