

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

**Date:**                    **19<sup>th</sup> September 2018**

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

**Title:**                    **WORK PROGRAMME**

**Contact Officer:**        Steve Wood—Democratic Services Officer  
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**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.

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2.    **RECOMMENDATIONS:**

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, or suggests changes to the existing work programme as required.**

2.2   **That the Sub-Committee suggest items for ‘future consideration’ if said matters are unable to be fitted in with the current cycle of meetings.**

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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.
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### Corporate Policy

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

1. Summary of Procurement Implications: Not Applicable
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### Customer Impact

1. Estimated number of users/beneficiaries: All Bromley residents.
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### 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.
- 3.4 It has been decided that the Commissioning Delivery Plan Report from the Director of Commissioning will be a standing item until further notice.

<b>Non-Applicable Sections:</b>	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.

**Work Programme 2017/18—2018/19**

<b>Proposed Date</b>	<b>Issue</b>	<b>Officer</b>
<b>Meeting 1</b> March 29 <sup>th</sup> 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
<b>Meeting 2</b> June 25 <sup>th</sup> 2018 Special Meeting	Special Meeting convened to discuss issues relating to the Bromley Healthcare Contract	Paul Feven
<b>Meeting 3</b> 17 <sup>th</sup> 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	Emma Pearce/John Nightingale/Claudine Douglas Brown
<b>Meeting 4</b> September 4 <sup>th</sup> 2018	Work Programme and Matters Arising	Committee Clerk
	Contracts Register Report and Database Extract	Head of Corporate Procurement/Emma Pearce/Lucy Drury
	Commissioning Delivery Plan Report	Director of Commissioning
	SEN Transport Report (TBC)	Laurence Downes
	6 Month Review of the Library Contract	Tim Woolgar and Colin Brand
	Information Item relating to Change Controls (agreed at the meeting on 17 <sup>th</sup> July)	Director of Commissioning.
	Update on reports that were due to be presented to the Commissioning Board on 30 <sup>th</sup> July.	Deputy Chief Executive/Lesley Moore
	Exchequer Services KPIs and Method Statements.	Emma Pearce/John Nightingale/Claudine Douglas Brown

<b>Meeting 4</b> 11 <sup>th</sup> December 2018	Matters Arising	Committee Clerk
	Work Programme	Committee Clerk
	Contracts Register and Database Extract	Head of Corporate Procurement/Emma Pearce/Lucy Drury
	Commissioning Delivery Plan Report	Director of Commissioning
	Report on Change Controls (agreed at the 17 <sup>th</sup> July meeting)	Director of Commissioning
<b>Meeting 5</b> 15 <sup>th</sup> January 2019	Matters Arising	Committee Clerk
	Work Programme	Committee Clerk
	No Contracts Register in January	
	Commissioning Delivery Plan Report	Director of Commissioning
<b>Meeting 6</b> April 2 <sup>nd</sup> 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
<b>Future issues</b> (Unscheduled)	None	