

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

Date: **2nd April 2019**

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

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.

2. **RECOMMENDATIONS:**

2.1 **That the Sub-Committee notes the report.**

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 (6.79fte)
 2. If from existing staff resources, number of staff hours: Not Applicable
-

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 notes the Work Programme over the past year and ends with the work programme for 2nd April 2019.

No future work programme is detailed as the Committee is being de-commissioned.

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

Work Programme 2017/18—2018/19

Proposed Date	Issue	Officer
<u>Meeting 1</u> March 29 th 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
<u>Meeting 2</u> June 25 th 2018 Special Meeting	Special Meeting convened to discuss issues relating to the Bromley Healthcare Contract	Paul Feven
<u>Meeting 3</u> 17 th 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
<u>Meeting 4</u> September 4 th 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 th July)	Director of Commissioning.
	Update on reports that were due to be presented to the Commissioning Board on 30 th July.	Deputy Chief Executive/Lesley Moore
	Exchequer Services KPIs and Method Statements.	Emma Pearce/John Nightingale/Claudine Douglas Brown

Meeting 4 11 th December 2018	Matters Arising	Steve Wood
	Work Programme	Steve Wood
	Contracts Register and Database Extract-Part1	Laurence Downes and Emma Pearce
	Contracts Register and Database Extract-Part 2	Laurence Downes and Emma Pearce
	Update on Commissioning Board	Lesley Moore
	Update on Waste Services Contract	Lesley Moore
	Update on Mortuary Contract	Lesley Moore/Emma Pearce
Meeting 5 15 th January 2019	Matters Arising	Steve Wood-Committee Clerk
	Work Programme	Steve Wood-Committee Clerk
	Verbal Update regarding the negotiations around the Mortuary Contract (Part 2)	Joanne Stowell—Assistant Director for Public Protection.
	Verbal update regarding the future possibility of a Capital Programme to build a new mortuary	Joanne Stowell—Assistant Director for Public Protection
	Scrutiny of the report on Lease Cars and Light Commercial Vehicles going to the Executive on 16 th January. (Part 2)	Committee Members
	Update regarding the Transformation Board	Ade Adetosoye—Interim Chief Executive or Alternate.
Meeting 6 April 2 nd 2019	Matters Arising	Steve Wood-Committee Clerk
	Work Programme	Steve Wood-Committee Clerk
	Contracts Register and Contracts Database Update	Emma Pearce-Head of Performance and Corporate Projects.
	Update regarding the level and type of data and information that can be accessed and downloaded from the Contracts Database.	Laurence Downes, Assistant Director for Governance and Contracts.
	Contracts with Third Sector and Voluntary Organisations.	Colin Maclean from Community Links will be attending.