Report No.
CSD19088

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker:	**Renewal, Recreation and Housing PDS Committee**
Date:	**2 July 2019**
Decision Type:	Non-Urgent Non-Executive Non-Key
Title:	**MATTERS OUTSTANDING FROM PREVIOUS MINUTES**
Contact Officer:	Lisa Thornley, Democratic Services Officer Tel: 020 8461 7566 E-mail: lisa.thornley@bromley.gov.uk
Chief Officer:	Mark Bowen, Director of Corporate Services
Ward:	N/A

---

1. Reason for report

1.1 For Members to monitor progress against actions outstanding from previous meetings.

---

2. RECOMMENDATION

2.1 **That Members note the report.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: None

Corporate Policy

1. Policy Status: Existing policy. The Committee is regularly updated on matters outstanding from previous meetings.

2. BBB Priority: Excellent Council.

Financial

1. Cost of proposal: No cost
2. Ongoing costs: N/A.
3. Budget head/performance centre: Democratic Services
4. Total current budget for this head: £358,740
5. Source of funding: 2019/20 revenue budget

Personnel

1. Number of staff (current and additional): There are 8 posts (6.79 fte) in the Democratic Services Team.
2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters outstanding can take up to two hours per meeting.

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
2. Call-in: Call-in is not applicable. The report does not involve an executive decision

---

Procurement

1. Summary of Procurement Implications: N/A

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The report is intended primarily for Members of this Committee.

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

This report provides updates on progess achieved in regard to requests made by the Committee at previous meetings. Following each meeting, required actions are listed and monitored to ensure that any outstanding issues are addressed in a timely fashion.

All matters outstanding from previous Minutes have been completed as set out in Appendix A to this report.

Non-Applicable Sections:	Impact on Vulnerable Adults and Children, Policy, Financial, Personnel, Legal and Procurement Implications.
Background Documents: (Access via Contact Officer)	-

APPENDIX A

PROGRESS ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

Minute Number/Title	Updates/Feedback Requested	Action By	Current Status
Minute 84 – 06.03.19 Contingency Drawdown: Homelessness and Temporary Accommodation Pressure	Having noted the request to drawdown £2,489k from the central contingency for homelessness and welfare reform pressures, and the impact of the Homeless Reduction Act, one Member asked what the total budget for this area amounted to.	Sara Bowrey	Information below sent via e-mail. Action completed.

Response

The contingency set aside for 2018/19 is £3,165K made up of £750K for the new duties in the homelessness reduction act and £2,415K for temporary accommodation pressures.

Paragraph 3.8 of the report explains that the total drawdown being requested in respect of the temporary pressures is £1,739K, so less than the anticipated £2,415K for this element. The full £750K is being drawn down. This adds up to the £2,489K - £676K less than the full contingency set aside for 2018/19.

The table contained in 6.1 of the report shows the total contingency sums set aside each year up until 2022/23 based upon current trend analysis.

The budget pressures in relation to homelessness are reviewed on an annual basis. Current trend analysis shows predictions for the next 3 years with an ongoing review each year to refresh these figures. Contingency funding is set aside on this basis as required where mitigation actions are unable/unlikely to be able contain the total level of pressure. This is carried out within the wider budget setting and financial forecasting process for the Council.

Minute 92 – 06.03.19 **Provision of Library Services – Contract Performance Report**	Members requested further details of stock purchases.	Tim Woolgar/ Diana Edmonds - GLL	Information below sent via e-mail on 12 April 2019. Action completed.

Response

The following details of stock purchases have been received from Greenwich Leisure Ltd.

Purchases from Main Library Supplier, 2018-19

	Hardback		Paperback		Other		Total Value	
	QTY	**Value**	**QTY**	**Value**	**QTY**	**Value**	**QTY**	**Total**
Adult Fiction	2340	£26,337.19	14245	£81,248.01	0	£0.00	16585	£107,585.20
Adult Non-Fiction	1198	£13,923.37	5348	£46,311.05	17	£273.84	6563	£60,508.26
Adult Reserve	15	£1,071.51	50	£2,367.16	1	£30.27	66	£3,468.94
Junior Fiction	3788	£23,768.82	11596	£52,719.11	0	£0.00	15384	£76,487.93
Junior Non-Fiction	1249	£10,067.13	1647	£9,378.48	5	£36.83	2901	£19,482.44
Junior Reference	0	£0.00	0	£0.00	0	£0.00	0	£0.00
eBooks	0	£0.00	1	£10.99	0	£0.00	1	£10.99
DVD	0	£0.00	0	£0.00	637	£8,725.87	637	£8,725.87
Music	0	£0.00	0	£0.00	308	£2,449.38	308	£2,449.38
Games	0	£0.00	0	£0.00	0	£0.00	0	£0.00
Other	0	£0.00	0	£0.00	36	£1,501.88	36	£1,501.88
Adjustments	-9	-£83.13	-59	-£354.53	-3	-£87.36	-71	-£525.02
Totals	**8581**	**£75,084.89**	**32828**	**£191,680.27**	**1001**	**£12,930.71**	**42410**	**£279,695.87**

Purchases from other suppliers 2018-19

	Value
Audiobook Standing Orders	£22,366.92
Large Print Standing Orders	£8,349.75
Maps (OS and GOAD)	£1,344.42
Music scores	£570.26
CustomEyes Children's Large Print	£838.76
Misc	£309.54
Total	**£33,779.65**

Total Physical Item Purchase	**£313,475.52**

Non-book purchases

	Value
E-Library Contracted	£14,000.00
E-Magazines	£10,844.19
Grants & Subscriptions	£2,507.00
Online Resources	£47,458.50
Newspapers and Periodicals	£43,839.80
Subscriptions	£2,200.46
Local Studies Conservation	£3,028.69
Local Studies Online	£7,777.00
Total	**£131,655.64**