

Decision Maker: EXECUTIVE, RESOURCES AND CONTRACTS POLICY
DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 22 June 2022

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

Title: MATTERS OUTSTANDING AND WORK PROGRAMME

Contact Officer: Kerry Nicholls, Democratic Services Officer
Tel: 020 8461 7480 E-mail: Kerry.Nicholls@bromley.gov.uk

Chief Officer: Director of Corporate Services and Governance

Ward: All Wards

1. Reason for decision/report and options

This report deals with the Committee's business management including:

- Monitoring progress against actions arising from previous meetings; and
- Developing the 2022/23 Forward Work Programme.

2. **RECOMMENDATION(S)**

That PDS Committee reviews and comments on:

1. Progress on matters arising from previous meetings; and
2. The 2022/23 work programme, indicating any changes or particular issues that it wishes to scrutinise for the year ahead.

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
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Transformation Policy

1. Policy Status: Not Applicable:
 2. Making Bromley Even Better Priority (delete as appropriate): Not Applicable:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £366k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: Non-Executive reports are not subject to call-in
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Procurement

1. Summary of Procurement Implications: Not Applicable
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Property

1. Summary of Property Implications: Not Applicable
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Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications:
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Customer Impact

1. Estimated number of users or customers (current and projected): This report is intended primarily for the benefit of Committee Members.
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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

Matters Outstanding from Previous Meetings

- 3.1. **Appendix 1** provides a progress update on requests made by the Committee at previous meetings. This list is checked after each meeting so that any outstanding issues can be addressed at an early stage and timely progress made.

Work Programme

- 3.2 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. ERC PDS Committee has the additional role of providing a lead on scrutiny issues and co-ordinating PDS work.
- 3.3 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 another method.
- 3.4 **Appendix 2** sets out the ERC PDS Committee Work Programme for 2022/23 including: the provisional report title (or activity); the lead division; and Committee's role. Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate. Other reports will be added to the 2022/23 Work Programme as items arise. In addition, there may also be references from other committees, the Resources, Contracts and Commissioning Portfolio Holder, or the Executive.

Sub-Committees and Working Groups

- 3.5 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.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children, Transformation/Policy Implications, Financial Implications, Personnel Implications, Legal Implications, Procurement Implications, Property Implications, Carbon Reduction/Social Value Implications, Customer Impact, Ward Councillor Views
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

Minute Number/Title /Date	Action/PDS Request	Update	Action by	Expected Completion Date
6. Forward Plan of Key Decisions (24 May 2022)	The 12-Month Forward Plan of Key Decisions to be circulated to all Members of the Council.	It was confirmed following the meeting that the Forward Plan of Key Decisions covered an approximate 3-month period in line with legislative requirements and a longer-term document was not held by the Local Authority.	Democratic Services	Completed.
10. Park 2 Contracts Register and Contracts Database Update	<p>The commentary in the Part 2 Contracts Register to include a reference to the inflation mechanism applicable to each contract and latest annual spend information where applicable..</p> <p>An Excel spreadsheet of upcoming contracts to be provided alongside the Part 2 Contracts Register and annual spend information to be included in the commentary.</p>	<p>To be included in future reporting.</p> <p>To be actioned.</p>	Assistant Director of Governance and Contracts	Summer 2022

**EXECUTIVE, RESOURCES & CONTRACTS PDS COMMITTEE
WORK PROGRAMME 2022/23**

Meeting Date: 28 July 2022	Division	Committee Role
Executive Agenda	Various	Pre-decision scrutiny
Risk Registers	Audit	Information Briefing
Review of the Procurement Framework post Brexit	Governance and Contracts	PDS Committee
IT Procurement and Provision	IT Services	Pre-decision scrutiny (PH)
Council Tax Support\Reduction proposal	Revenues & Benefits	Pre-decision scrutiny (PH)
Meeting Date: 14 September 2022	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Capital Programme Monitoring - 1st Quarter 2022/23	Finance	Pre-decision scrutiny (PH)
Scrutiny of the Chief Executive	Chief Execs	PDS Committee
Contract Register and Contracts Database	Procurement	PDS Committee
Biggin Hill Airport Noise Action Plan	Place	Pre-decision scrutiny
Free Speech (Chairman's Request)	Corporate Services/HR	PDS Committee

Meeting Date: 19 October 2022			Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items		
Executive Agenda	Various	Pre-decision scrutiny		
Section 106 Agreements: Update*	Planning and Regeneration	PDS Committee		
Risk Register (Red Risks)	Audit	Information Briefing		
Gateway Report: Procurement of Council IT Services	Governance and Contracts	Pre Decision Scrutiny		
Meeting Date: 23 November 2022			Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items		
Executive Agenda	Various	Pre-decision scrutiny		
Treasury Management - Quarter 2 Performance 2022/23 & Mid-Year Review	Finance	Pre-decision scrutiny (PH)		
Insurance Fund - Annual Report 2021/22	Finance	Pre-decision scrutiny (PH)		
Risk Registers	Audit	Information Briefing		
BT/ICT Contract Monitoring Report	IT	PDS Committee – Monitoring Report		
Scrutiny of the Leader	N/A	PDS Committee		
Cost of Agency Staff	HR	PDS Committee		
Contracts Register and Contracts Database Update	Procurement	PDS Committee		
Meeting Date: 5 January 2023			Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items		
Executive Agenda	Various	Pre-decision scrutiny		
Scrutiny of the Resources, Commissioning & Contract Management Portfolio Holder	N/A	PDS Committee		
Scrutiny of the Executive Assistant to the Leader	N/A	PDS Committee		
Capital Programme Monitoring - 2nd Quarter 2022/23	Finance	Pre-decision scrutiny (PH)		

Benefits Service Monitoring Report	Revenues & Benefits	PDS Committee – Monitoring Report
Revenues Service Monitoring Report	Revenues & Benefits	PDS Committee – Monitoring Report
Exchequer Service - Contract Performance Report	Finance	PDS Committee – Monitoring Report
Customer Services - Contract Performance Report	Customer Services	PDS Committee – Monitoring Report
Meeting Date: 2 February 2023		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Treasury Management – Annual Investment Strategy and Quarter 3 Performance 2022/23	Finance	PH Decision
Executive Agenda	Various	Pre-decision scrutiny
Scrutiny of the Chief Executive	N/A	PDS Committee
Scrutiny of the Resources, Commissioning and Contract Management Executive Assistant (<i>if applicable</i>)	N/A	PDS Committee
Contracts Register and Contracts Database Update	Procurement	PDS Committee
Property Investment Update	Property	PDS Committee
Risk Register (Red Risks)	Audit	Information Briefing
Meeting Date: 22 March 2023		
	Division	Committee Role
Matters Arising/Work Programme/Forward Plan	Democratic Services	Standard Items
Executive Agenda	Various	Pre-decision scrutiny
Scrutiny of The Leader	N/A	PDS Committee
Annual PDS Report 2022/23	Democratic Services	PDS Committee

*Part 2 (Exempt) Report