

## **EXECUTIVE**

Minutes of the meeting held on 22 May 2024 starting at 7.00 pm

### **Present:**

Councillors Kate Lymer (Vice-Chair, in the Chair),  
Yvonne Bear, Nicholas Bennett J.P., Christopher Marlow,  
Angela Page and Will Rowlands

### **Also Present:**

Councillor Simon Fawthrop and Councillor Simon Jeal

## **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Colin Smith and Councillor Diane Smith.

(The Vice-Chairman, Cllr Kate Lymer, assumed the Chair for the duration of the meeting)

## **2 DECLARATIONS OF INTEREST**

There were no additional declarations of interest.

## **3 QUESTIONS**

One question for written response was received and is attached at Appendix A.

## **4 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 27 MARCH 2024 AND 18 APRIL 2024**

**RESOLVED:** That the minutes of the meetings held on 27 March 2024 and 18 April 2024, be agreed and signed as a correct record.

## **5 EXECUTIVE APPOINTMENTS 2024/25 Report CSD24064**

The report allowed the Leader of the Council to announce the Members appointed to various Portfolio Holder and executive assistant roles to help with the administration of executive business during 2024/25. The schedule of appointments is attached as Appendix A to these minutes.

**RESOLVED: That**

- 1. The appointment of Councillors to serve on the Executive and responsibility for Portfolios, as allocated by the Leader of the Council, be noted.**
- 2. The appointment by the Leader of the Council of Councillor Gemma Turrell as Executive Assistant (Environment) be noted.**
- 3. The appointment by the Leader of the Council of Executive Members to serve on the Health and Wellbeing Board for 2024/25 be noted.**

**6 PROVISIONAL FINAL ACCOUNTS 2023/24  
Report FSD24036**

The report considered the 2023/24 provisional outturn at portfolio level and Council wide as well as the potential implications for the Council's financial position in 2024/25. The purpose of the report was to give a broad overview of the financial outturn.

The 2023/24 provisional outturn enabled the General Fund balance to remain at £20m, subject to the recommendations in the report being agreed.

More detailed reports would be submitted to individual PDS Committees. Details of the carry forward requests and a summary of the Council's capital programme were also considered in the report.

The report was considered by the Executive, Resources and Contacts PDS Committee at its meeting on 20 May 2024 and the Committee supported the proposals.

**RESOLVED: That**

- 1. The provisional revenue and capital outturns for the 2023/24 financial year and the earmarked balances on the General Fund as at 31<sup>st</sup> March 2024 be noted;**
- 2. The variations in 2023/24 impacting on the Council's 2024/25 financial position as detailed in paragraph 5.1 of the report be noted;**
- 3. The comments from Chief Officers as detailed in Appendix 2 of the report be noted;**
- 4. The requests for carry forwards totalling £888k (net) as detailed in Appendix 6 of the report be approved, subject to the funding being allocated to the Central Contingency in 2024/25 to be drawn down on the approval of the relevant Portfolio Holder;**

5. The changes to the central contingency sum as detailed in paragraph 3.5 of the report be agreed;
6. Council be recommended to agree to the drawdown of £2,670k from the Business Rates Risk Reserve as set out in para 3.9.1 of the report;
7. The transfer of £469k from the Payment in Lieu Reserve for Temporary Accommodation reserve to the LBB owned affordable housing reserve as detailed in paragraph 3.8.3 of the report be agreed;
8. Council be recommended agree to the reduction in contribution of £6,319k from the Collection Fund surplus set aside earmarked reserve as set out in para 3.9.2 of the report.

**7 CRM REPLACEMENT CAPITAL PROJECT - CRM & WEBSITE REDESIGN CLOSURE REPORT AND WEBSITE PHASE 2 OPTIONS  
Report CSD24045**

The report provided an update on the CRM replacement capital programme including a scheme closure report on the completed software implementation and the completed redesign of the Council's public facing website.

The report also sought Members' approval to progress the complementary scheme to enhance the My Account features of the website including the personalisation and single sign on initiatives outlined in the report.

The report was scrutinised by the Executive, Resources and Contracts PDS Committee at its meeting on 20 May 2024 and the Committee recommended that the Executive agree Option 3 (Do nothing and return the capital receipts).

The Portfolio Holder for Resources, Commissioning and Contracts Management recognised the significant achievement of delivering the first phase of the CRM project underbudget but felt that the business case for phase 2 was not strong enough. Consequently, the Portfolio Holder proposed the following amended recommendation:

- 2.1 Under the CRM capital programme, note the completion of the software implementation and website redesign upgrade project of a value of £491k leaving a remaining value of £270k allocated to this programme.
- 2.2 Approve that the £270k underspend *be returned to* ~~from~~ the capital programme ~~can be realigned to fund the complimentary Phase 2 website 'My Account' enhancement initiatives as set out in the Liberata proposal. This work will be undertaken through the Council's existing provider's CCN process for Liberata as set out in section 10 of this report. Total cost estimates for the project are set out in appendix 1 of the Part 2 report.~~
- 2.3 ~~Approve delegated authority to the Assistant Director of Customer Services to spend the £270K budget. This will include the purchase of technology and the setting up of any ongoing support contracts which will be procured under a~~

~~variation agreement to the existing technology providers for the provision of additional services as part of the existing solution and contracts. Further details are set out in appendix 1 of the Part 2 report.~~

The motion was seconded by Councillor Bennett, put to the vote and CARRIED.

**RESOLVED: That**

- 1. Under the CRM capital programme, the completion of the software implementation and website redesign upgrade project of a value of £491k leaving a remaining value of £270k allocated to this programme be noted.**
- 2. It be agreed that the £270k underspend be returned to the capital programme.**

**8 PROCUREMENT OF A SPECIALIST STOP SMOKING SERVICE  
Report ACH24-027**

The report outlined the proposed procurement for a Specialist Stop Smoking Service for individuals in Bromley who required support to quit smoking. Permission was sought to commence the procurement of the Service in accordance with the arrangements set out in the report to commence the Service on 1<sup>st</sup> April 2025. Contracts with a whole life value of £1m and above require Executive approval prior to proceeding to procurement.

A pilot project, Smokefree Bromley, was currently being delivered by Solutions4Health. This contract went live on 1<sup>st</sup> January and was due to end 31<sup>st</sup> December 2024 with expected extension to 31<sup>st</sup> March 2025.

It was proposed this service would be funded jointly from the substantive Public Health grant plus the ring-fenced Stop Smoking Grant from the Department of Health and Social Care (DHSC). The DHSC Stop Smoking Grant was available annually until March 2029. The ring-fenced Stop Smoking grant allocation was reassessed annually in accordance with estimated smoking prevalence rates in LBB. Therefore, authorisation was sought to design a service with a degree of flexibility to enable Chief Officer approval of subsequent variation to the scope and value of the Smoking Cessation Service contract in line with the requirements of the grant.

The report was scrutinised by the Executive, Resources and Contracts PDS Committee at its meeting on 20 May 2024 and the Committee recommended that the Council proceed with the programme on the basis of utilising the additional funding from Government and review how much, if any Bromley Public Health funds, should be spent.

Noting the recommendations from the Executive, Resources and Contracts PDS Committee, the Executive further noted that smoking cessation was a current priority of the government, and these proposals would support that priority.

**RESOLVED: That**

- 1. The commencement of a tender process for a Specialist Stop Smoking Service for a four-year contract commencing 1<sup>st</sup> April 2025, at an estimated annual value of £472,889 (estimated whole life value of £1,891,556) be approved.**
- 2. It be note that the proposed annual contract value is made up from £200k from the substantive Public Health Grant together with approximately £272,889 DHSC ring fenced annual grant until 2029 which will be adjusted on an annual basis according to Bromley's estimated smoking prevalence.**
- 3. Authority be delegated to Chief Officer in consultation with the Portfolio Holder to draw down and authorise the annual allocation of the DSHC Stop Smoking Grant for the life of the contract and to vary the scope and value of the contract accordingly subject to the grant conditions specified by the DHSC.**

**9 BROMLEY HEALTH & WELLBEING CENTRE, CHURCHILL COURT - REFURBISHMENT, LEASE & CONTRACT AWARD Report HPR2024/019**

A Report to Executive on 30<sup>th</sup> November 2022 set out the recommendation to purchase the freehold of the Direct Line site known as Churchill Court with a view to moving the Council offices off the Civic Centre site and subsequent disposal. As part of that report, Members agreed to the provision of a new Health & Wellbeing Centre for Bromley town centre.

On 17<sup>th</sup> May 2023 a follow-up report was shared with the Executive which set out details of the conversion of the 1<sup>st</sup> Floor offices within Phase Four, Churchill Court to provide a new NHS Health & Wellbeing Centre (HWBC). Following that agreement Council officers have been working with colleagues in the NHS to design the new public facility, obtain planning consent, building control approval, agree funding and finalising the lease terms. This report, together with the accompanying Part 2 report, set out the outcomes of that exercise and sought permission to continue with the next steps.

The Part 2 report set out the outcome of the tender process and award of contract for the construction works. It also detailed the capital project budget and terms agreed with the NHS Integrated Care Board (ICB) for the share of capital funding and lease terms. In addition, the report updated Members on the overall project timetable.

The report was considered by the Executive, Resources and Contacts PDS Committee at its meeting on 20 May 2024 and the Committee supported the proposals.

**RESOLVED: That**

1. The award of contract for the works contract for the Health and Wellbeing Centre as detailed in the accompanying Part 2 report be approved.
  2. The total capital budget allocation, as set out in the accompanying Part 2 report, to be resourced from joint LBB / NHS Capital funding provisions, be approved.
  3. The Council capital contribution as set out in the accompanying Part 2 report be approved.
  4. The grant of a 25-year lease by the Council to the Dysart Surgery in accordance with the commercial terms set out in the accompanying Part 2 report be approved.
  5. Authority be delegated to the Director of Housing, Planning, Property and Regeneration, in consultation with the Director of Finance, the Director of Corporate Services and the Resources, Commissioning and Contract Management Portfolio Holder, to determine and finalise all necessary commercial terms and financial arrangements.
  6. Authority be delegated to the Assistant Director of Legal Services to enter into all relevant legal and ancillary documentation and agreements relating thereto.
- 10            **CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE, RESOURCES AND CONTRACTS POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

There were no additional items referred from Executive, Resources and Contracts PDS Committee.

- 11            **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000**

**RESOLVED** that the Press and public be excluded during consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summaries  
refer to matters involving exempt information**

**12 EXEMPT MINUTES OF THE MEETINGS HELD ON 27 MARCH  
2024 AND 18 APRIL 2024**

**RESOLVED:** That the Part 2 (exempt from publication) minutes from the meetings held on 27 March 2024 and 18 April 2024 be approved and signed as a correct record.

**13 PART 2 CRM REPLACEMENT CAPITAL PROJECT - WEBSITE  
REDESIGN UPDATE REPORT**

The Executive noted the Part 2 information.

**14 PART 2 BROMLEY HEALTH & WELLBEING CENTRE,  
CHURCHILL COURT - REFURBISHMENT, LEASE &  
CONTRACT AWARD**

The Executive noted the report and agreed the recommendations.

The Meeting ended at 7.46 pm

Chairman