GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the meeting held on 7 April 2011

Present:

Councillor Tony Owen (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Councillor John Canvin, Councillor Roger
Charsley, Councillor Robert Evans, Councillor Roxy
Fawthrop, Councillor Peter Fookes, Councillor Will
Harmer, Councillor Gordon Norrie, Councillor Charles
Rideout CVO, QPM, Councillor Diane Smith, Councillor
Tim Stevens J.P., Councillor Harry Stranger, Councillor
Pauline Tunnicliffe and Councillor Michael Turner

Also Present:

Councillor Russell Mellor

108   APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS

Apologies for absence were received from Councillor Nicholas Bennett, J.P., Councillor John Getgood and Councillor Ian P. Payne.

Councillor Robert Evans attended as Councillor Bennett's alternate, Councillor Peter Fookes attended as Councillor Getgood's alternate and Councillor Gordon Norrie attended as Councillor Payne's alternate.

109   DECLARATIONS OF INTEREST

There were no declarations of interest.

110   CONFIRMATION OF MINUTES OF THE MEETING HELD ON 16TH FEBRUARY 2011 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION

The Chairman drew Members' attention to the word "not" in the sixth paragraph of minute 90 – Unadopted Highways at Bickley Park and stated that it would be deleted. The sentence would therefore read "The Vice-Chairman stated that this was a matter to be dealt with by the Rights of Way Sub-Committee".

In the same minute the last paragraph should read "On voting upon the recommendation Councillor Wells requested that his vote against be recorded".

RESOLVED that, subject to the above amendments, the minutes of the meeting held on 16th February 2011 (excluding exempt information) be confirmed.

111 MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

With regard to Minute 92 - Licensing Act 2003 – Review of Outcomes, Members were advised of the outcome of the Licensing Sub-Committee held on 21st March 2011 that had reviewed the premises licence of the Beckenham Convenience Store. The Sub-Committee had decided to revoke the licence due to the store being caught selling alcohol after the approved hours of the licence. The owner of the store had been accompanied by a barrister and two solicitors and had asked for an adjournment because the store was for sale and would sell more easily if the licence had not been revoked. The Sub-Committee declined this suggestion. The Sub-Committee noted that the owner of the store had not dismissed any staff as a result of the charges. The owners stated they had dismissed one employee but later admitted that this employee had been moved to another store. The owners intended to challenge the latest decision to revoke the premises licence in court.

112 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

There were no questions from members of the public.

113 HR SELF SERVICE AND ON LINE PAYSLIP DEMONSTRATION

The Committee received a HR self service and payslip online demonstration. (Please find attached as an appendix to these minutes the associated documents in relation to this subject.)

The Head of HR Organisation & Employee Development advised that the system had been in existence for 18 months and staff had been able to access their payslips and P60 forms on line. Officers had also been receiving paper copies of their payslips but this was being phased out in late April 2011 except for staff who did not have access to a computer.

The HR Information & Systems Analyst and the HR Information & Systems Administrator gave an internet presentation which instructed Councillors on how to access the system, how to set up a personal password and how to change the details available on the system such as contact details and bank details.

In response to a question from a Councillor, the officer advised that any change of address or bank details stayed completely within this HR system. Of course, if HR noted a change of address or contact details they would probably pass them on to the Democratic Services Team for inputting onto the Council's website when and where appropriate. The Democratic Services Manager reminded Members to let the Democratic Services Team know of any changes.

Following a question on the security of the system, the Committee was advised that on changing the bank details on the system, the Councillor or officer would not receive a confirmation email of the changes made. However, the system did show a list of recent changes and Councillors and officers were asked to make sure, on a regular basis, that these were checked to ensure that the individual had been the person who had made those changes. If not, then HR asked to be advised as a matter or urgency.

The system had also been subject to penetration testing from computer security experts and the system had received a clean bill of health. The Head of HR Organisation & Employee Development also advised that this system was the first in a number of building blocks to mechanise manual systems and the security would get stronger as these became more complex. Members also noted that the system would log an individual out if not used for 10 minutes. It was suggested that the words "logout' should appear in large font across the screen.

Members were also informed that they would need to change their passwords for this system every 90 days. This was an audit requirement and, although this may change in the future, the system needed to test this requirement before changing it.

The Chairman thanked the officers for attending the meeting.

114   PROGRAMME OF MEETINGS 2011/12 Report LDCS11059

Further to the meeting held on 16th February 2011 (minute 95 refers), the report presented the draft timetable of meetings for the 2011/12 municipal year.

RESOLVED that the proposed Programme of meetings for 2011/12 be approved for publication.

115   MEMBERSHIP OF THE PENSIONS INVESTMENTS SUB-COMMITTEE Report LDCS11057

In 2002, the General Purposes Committee agreed that Council staff should be represented at the Investment Sub-Committee (now the Pensions Investment Sub-Committee) meetings by the Staff Side Secretary. Although the Staff Side Secretary had continued to attend the Sub-Committee on occasion since then, the situation had not been formally recognised in successive years. The current Chairman of the Sub-Committee, Councillor Nicholas Bennett, had asked for the position to be regularised.

The report advised that the Staff Side Secretary could not be formally co-opted as a member of the Sub-Committee, nor have any voting powers, but they would be entitled to attend meetings including Part 2 sessions, and to speak on behalf of staff on pension matters, including the AVC scheme.

RESOLVED that it be confirmed that the Staff Side Secretary be invited to attend meetings of the Pensions Investment Sub-Committee as the representative of Council staff.

116   BROMLEY DUKE OF EDINBURGH'S AWARD SUPPORT COMMITTEE - APPOINTMENT OF THE COUNCIL'S REPRESENTATIVES Report LDCS11059

The Council had appointed two people to serve as the Council's representatives on the Duke of Edinburgh's Award Support Committee. One of the representatives should be drawn from the membership of the Children and Young People Policy Development and Scrutiny Committee. The report requested the Committee's consideration on the re-appointment of the two representatives whose terms of office expired on 20th February 2011.

RESOLVED that the re-appointment of Councillor Mrs. Anne Manning and Councillor Michael Turner as the Council's representative on the Duke of Edinburgh's Award Support Committee for a three year term of officer expiring on 20th February 2014 be approved.

117   PETITION SCHEME ANNUAL REPORT 2010/11 Report LDCS11062

The Council's petition scheme provided for an annual report to be made on petitions received and actions taken to address them (or reasons why it had not been possible to do so where this may be the case). The report summarised the position for the first municipal year that the scheme had been in force. It also highlighted some areas where the Committee might wish to suggest that the scheme should be reviewed for clarity or to ensure certain eventualities were covered.

The Chairman suggested that the Constitution Improvement Working Party might like to consider the clarification of the treatment of 'hybrid' paper and e-petitions together with the matter of the time limit for the lead petitioner to request a hearing by Committee or full Council where they were dissatisfied with the initial response from the Portfolio Holder.

RESOLVED that:

(a)   that the annual report on the operation of the Petition Scheme during the 2010/11 municipal year be noted; and

(b)   it be agreed that the Constitution Improvement Working Party consider the clarification of the treatment of 'hybrid' paper and e-petitions together with the matter of the time limit for the lead petitioner to request a hearing by Committee or full Council where they were dissatisfied with the initial response from the Portfolio Holder

118   LOCAL JOINT CONSULTATIVE COMMITTEE: MINUTES OF THE MEETING HELD ON 10TH MARCH 2011

RESOLVED that the minutes of the Joint Local Consultative Committee meeting held on 10th March 2011 be noted.

119   AUDIT SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 16TH MARCH 2011, EXCLUDING EXEMPT INFORMATION

RESOLVED that the minutes of the Audit Sub-Committee meeting held on 16th March 2011 (excluding exempt information) be noted.

120   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 the 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 Meeting ended at 7.54 pm

Chairman

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**HR Self Service – Online Payslips
Question & Answer Sheet**

What is an online payslip?

An online payslip is an electronic, monthly payslip available to view on your office or home computer via HR Self Service.

Why is the London Borough of Bromley introducing online payslips?

Online payslips offer several advantages to you and to the Council including:

- Quick and easy access from any computer with internet access, in or out of work. For further details see <u>Can I access my online payslip at home?</u> – below
- Accessible 24/7
- Access to previous online payslips
- Secure access
- Saves on paper and printing costs and reduces administration and postage costs
- More environmentally friendly, helping to reduce our carbon footprint

How are online payslips being introduced to LBB employees?

Online payslips have been available via HR Self Service since the service was first rolled out in May 2009 but have been produced alongside paper payslips up until now. From April 2011, paper payslips will be discontinued for all employees with access to HR Self Service.

How do I access my online payslips?

To access your online payslip:

- Launch your web browser and go to
  https://hrselfservice.bromley.gov.uk/live/Portal/index.xsp

- Alternatively, if accessing from work you can follow the blue HR icon at the top of One Bromley

- At the welcome screen, enter your employee number and password in the sign in box at the top right of the screen.

- If this is the first time you have logged in, you will be required to request a temporary password by following the forgotten password task and following the security set up.

- Click on **Pay Documents** to display details of all available online payslips

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- Click on the payslip you wish to view and it will open automatically

Can I access my online payslip at home?

Yes. HR Self Service is a secure website accessible from any computer with internet access. We suggest saving the website within your favourites to allow easy and quick access each time you need to log in.

What does an online payslip look like?

The layout of the online payslip is the same as your current paper payslip

Does the content of my online payslip differ from my current payslip?

No. Your online payslip contains the same information as your current paper payslip

Does the online payslip affect the way in which I am paid, or my pension contributions?

No. The online payslip is simply a change in the way that you receive notification of your pay. Your pay will still be transferred via BACS directly into your bank account on the 27th of every month or nearest working day.

How long will my online payslip remain in HR Self Service?

You will always be able to access your most recent payslip plus all previous online payslips. There are records available online back to April 2008.

At which point in the month will I be able to view that month's payslip?

Your online payslip will normally be available approximately 2-3 days prior to payday.

Can I print my online payslip?

Yes. Simply click on **Print** at the bottom right of the payslip screen.

As your payslip history can always be viewed online, we would recommend that payslips are not printed unless this is absolutely necessary. For security purposes we recommend if you do print payslips to send these to an MFD (Multi Functional Device) or a personal home printer. As with any confidential information, it is recommended that caution be exercised when using shared printers, or printers in shared offices or public areas.

What is the legal position regarding the provision of payslips?

Employers are obliged to provide employees with an itemised payslip on or before payday. This requirement is met by the provision of online payslips.

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Will I receive my P45 and P60 online?

Payroll will continue to provide you with a printed version of both your P45 and P60; however, you will also be able to view your P60 online.

What if a mortgage lender or bank requires a hard copy of my payslips? Can I still receive paper payslips if required?

Financial institutions such as mortgage lenders should accept a printed copy of your online payslip. If you experience any problems, you can request an authorised payslip from HR or a Statement of Earnings from the Payroll.

Are online payslips secure?

Online payslips can only be accessed via HR Self Service, which is password protected and extremely secure. However, as with any confidential information, we recommend that you exercise caution when accessing or printing online payslips via a shared computer or printer, or a computer in a shared office or public area.

In addition, we advise you to take the following security precautions:

- Don't leave your office while your computer is logged into HR Self Service – either log off or lock your computer.

- Don't share your password with anyone

Will my manager be able to view my payslip?

No. Your payslip is only accessible from your HR Self Service account.

Will I be able to access my online payslips if I leave the Council?

No. You will only have access to your HR Self Service account, and consequently to your online payslips, while you are an employee of the Council.

If you are leaving the Council, we recommend that you access and print any payslips you require – e.g. those for the current financial year – before your last day of service. Please note that your P60 is a summary of all the information contained in each tax year and therefore it would not normally be necessary to print payslips from previous tax years.

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HR and Payroll Self Service

Guidance Notes

MyView is the new online HR and Payroll Service for employees of the London Borough of Bromley. If you have not already accessed MyView, follow the link below:

https://hrselfservice.bromley.gov.uk/live/Portal/index.xsp

All staff can see their own records via MyView. Managers can view information about their team members via MyTeam. Managers have access to this information to ensure Business Continuity; in case of emergencies involving staff members and to manage their establishment.
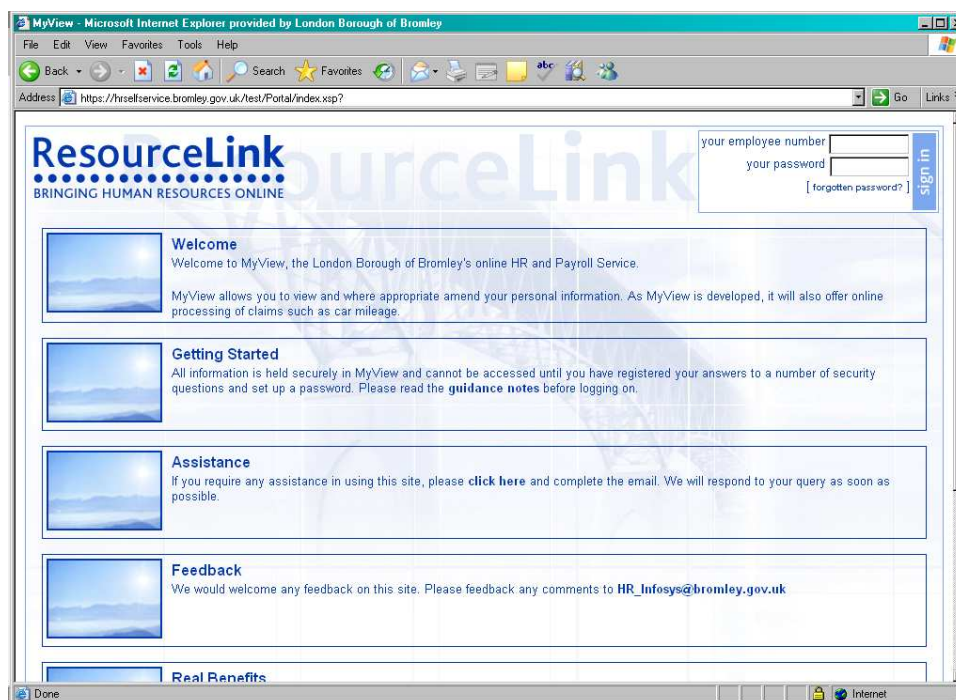
We welcome any feedback on this site and the guidance notes. Please let us have your comments by emailing HR_Infosys@bromley.gov.uk

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Logging In and Security

To log in to MyView you require your employee number and a password. Your employee number is your distinct six digit number that can be found on the front of your payslip. If you are a new member of staff, you can obtain this number from your line manager.
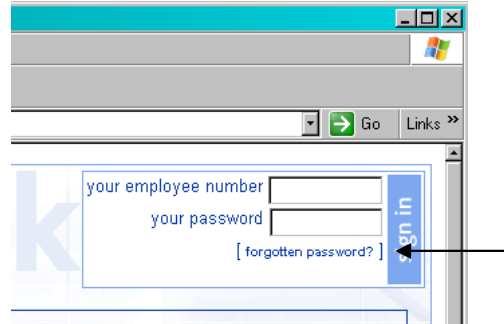
To generate a password, you must first click on the forgotten password prompt as indicated above – this is located on the top right hand side on the welcome page. You will then be asked to enter your employee number and confirm your date of birth. Once this has been completed and verified, you will receive an email with a generated password to enable you to log on. You will need to log on with this password within 10 minutes otherwise this will become invalid. If this happens, please repeat the instructions to generate another password.

As part of your first login, you will be asked to confirm your date of birth. This should be formatted as dd/mm/yyyy. You will then be asked to set your answers to three security questions:

- Memorable Place e.g. Bromley
- Name of last school attended e.g. Grange Hill
- Mothers maiden name

These questions are in place to ensure added security of information by verifying users logging into the system.

You will then be asked to set a password which must be a minimum of 5 characters long and must include each of the following:

- Lower Case
- Upper Case
- Numeric

e.g. Bromley1

You will then be asked to login again with your employee number and new password. You will be asked to answer one of the security questions at random for each subsequent login.

Remember, for your own security, please do not disclose your password to anyone else.

2
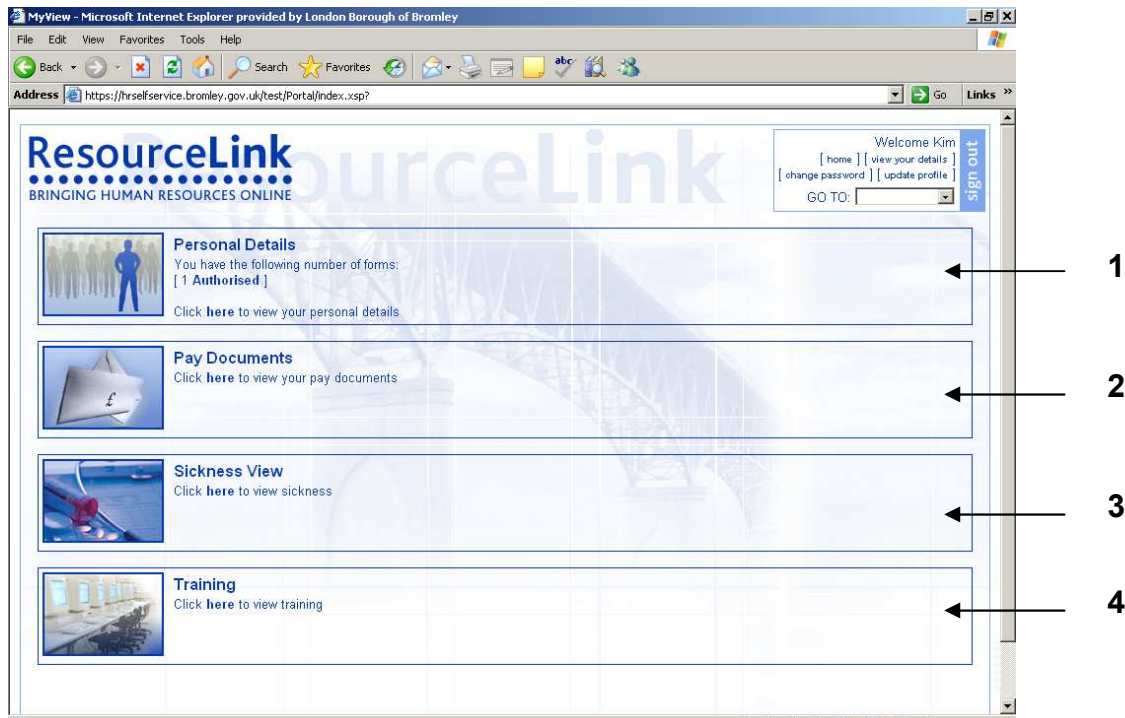
MyView – What you will see

1) Personal Details

Within Personal Details, you are able to view and where applicable amend your personal details. You have the option of viewing and amending your bank details, contact details, personal details and In Case of Emergency (ICE) details that are held within the integrated HR & Payroll database. See page 4 for how to do this.

2) Pay Documents

Within Pay Documents, you are able to print and view online versions of your payslips and P60s.

3) Sickness Record

This calendar allows you to view your record of sickness. If you hover the cursor over the coloured insert on the calendar the dates of the sickness absence are displayed.
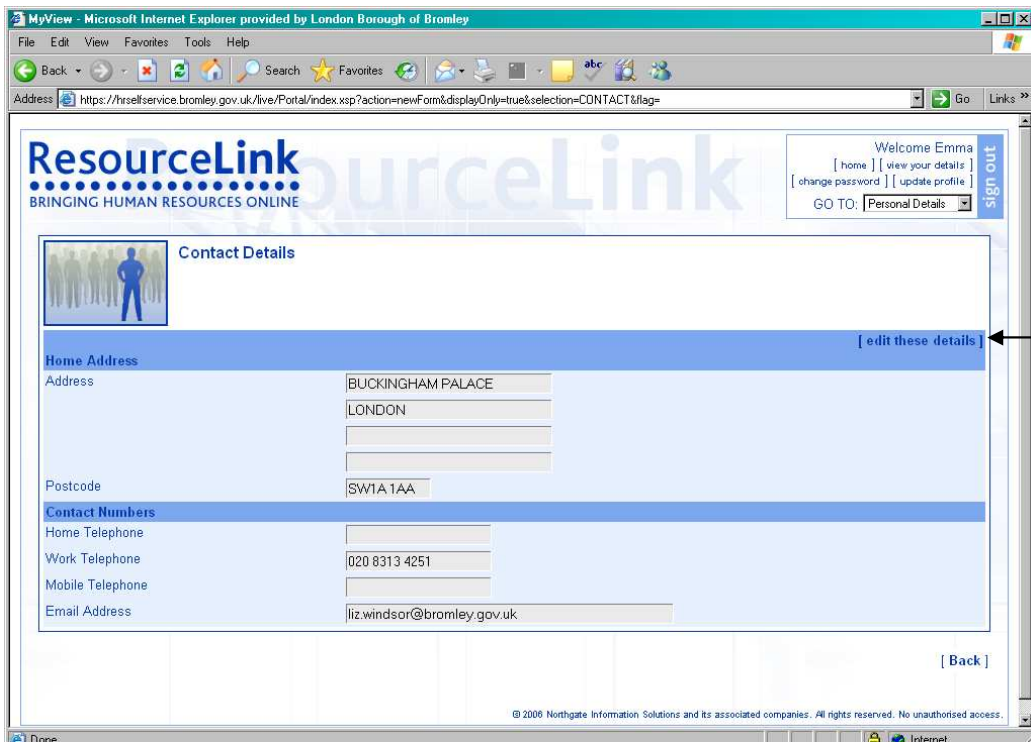
4) Training Record

This calendar allows you to view your record of corporate training courses attended. If you hover the cursor over the coloured insert on the calendar the name of the course will be displayed.

5) Post Details

To view information about your current and previous posts see page 4.

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**Changing your personal details**

To update your details within MyView, you must first click on the edit these details (as shown above). You can then make changes to any editable fields and then either press

a) **Save** – This allows you to save the form you have completed so far and come back to it at a later time without the changes being made. Or
b) **Submit** – This sends the amended details direct to Resource Link, the HR & Payroll database.

Some details cannot be updated e.g. date of birth. If you need to change your surname, please contact HR Business Services, who will require you to take in original documentation e.g. your marriage certificate.

Viewing your post details
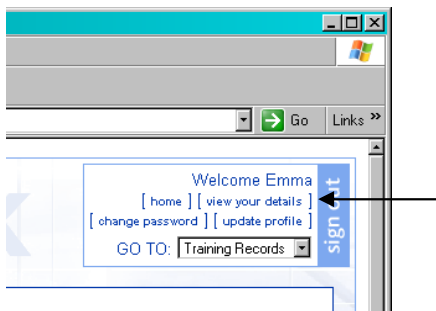
To view your details regarding your current and historic post holding, click on view my details found in the top right hand corner of the MyView site.

Please note, the current HR & Payroll System came into operation on 1st June 2003. Anybody in post prior to that date will have this as their post start date.

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