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DATE: 15 March 2021

To: Members of the

GENERAL PURPOSES AND LICENSING COMMITTEE

Councillor Pauline Tunnicliffe (Chairman)

Councillor Stephen Wells (Vice-Chairman)

Councillors Gareth Allatt, Vanessa Allen, Mary Cooke, Robert Evans, Kira Gabbert, Josh King, Christopher Marlow, Russell Mellor, Tony Owen, Neil Reddin FCCA, Melanie Stevens, Harry Stranger and Michael Turner

A meeting of the General Purposes and Licensing Committee will be held on

TUESDAY 23 MARCH 2021 AT 6.00 PM *

**Details of how to join the virtual meeting will be published in advance of the meeting*

MARK BOWEN

Director of Corporate Services

Copies of the documents referred to below can be obtained from

<http://cde.bromley.gov.uk/>

A G E N D A

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

3 QUESTIONS

In accordance with the Council's Constitution, questions that are not specific to reports on the agenda must have been received in writing 10 working days before the date of the meeting - by 5pm on Tuesday 9th March 2021.

Questions specifically on reports on the agenda should be received within two working days of the normal publication date of the agenda. Please ensure that questions specifically on reports on the agenda are received by the Democratic Services Team by 5pm on Wednesday 17th March 2021.

4 CONFIRMATION OF THE MINUTES OF THE MEETINGS HELD ON 9TH AND 25TH FEBRUARY 2021 (Pages 3 - 10)

5 MINOR CONSTITUTION CHANGES

(Pages 11 - 16)

6 LOCAL JOINT CONSULTATIVE COMMITTEE: MINUTES OF THE MEETING HELD ON 24TH FEBRUARY 2021 - REFERRAL REGARDING THE ANNUAL STAFF SURVEY

(Pages 17 - 42)

At its meeting on 24th February 2021, the LJCC referred the attached report on the Staff Survey to this Committee for consideration.

7 WORK PROGRAMME AND MATTERS ARISING

(Pages 43 - 46)

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

The Chairman to move that the Press and public be excluded during consideration of the item of business listed 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.

Items of Business

Schedule 12A Description

9 FUNDING OF HISTORIC GLC/ILEA PENSION LIABILITIES

(Pages 47 - 102)

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the meeting held at 6.00 pm on 9 February 2021

Present:

Councillor Pauline Tunnicliffe (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Gareth Allatt, Vanessa Allen, Mary Cooke,
Robert Evans, Kira Gabbert, Josh King,
Christopher Marlow, Russell Mellor, Tony Owen,
Neil Reddin FCCA, Melanie Stevens, Harry Stranger and
Michael Turner

Also Present:

Councillor Simon Fawthrop

122 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies for absence.

The Vice-Chairman, Councillor Stephen Wells, expressed his displeasure that representatives from KPMG, the Council's former auditor for 2016/17 and 2017/18, were not present at the meeting to answer questions.

123 DECLARATIONS OF INTEREST

There were no declarations of interest.

124 QUESTIONS

No questions had been received.

125 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2020

RESOLVED that the minutes of the meeting held on 25th November 2020 be confirmed.

126 PAY POLICY STATEMENT 2021/22

Under the Localism Act 2011, the Council was required to approve and publish a Pay Policy Statement every year, and Committee received a report introducing the 2021/22 Statement.

The chairman identified two corrections that needed to be made to the report -

- in paragraph 7.12, line 1, “employee” should be changed to “employees”
- In paragraph 7.13, the words “...will be hearing a judicial review challenge in March 2021,...” should be deleted.

The Committee noted that it would normally receive a report on the proposed staff pay award at this meeting – the Chairman confirmed that a special meeting was being arranged for 25th February 2021 to enable the Committee to make a formal recommendation to Council once the proposed pay award was announced. There would be no delay to the implementation of any pay increase.

RESOLVED that Council be recommended to approve the 2021/22 Pay Policy Statement.

127 MEMBERS ALLOWANCES SCHEME 2021/22
Report CSD21001

The regulations governing Members Allowances required the Council to approve a scheme of allowances each year, and the Committee considered the proposed scheme for 2021/22 to be recommended to full Council. The scheme was based on the 2020/21 scheme, with no increases in allowances proposed.

The Committee noted that Councillors serving on Appeals Sub-Committee meetings often had to take part in long meetings and deal with large volumes of paperwork in the same way as members serving on other “quasi-judicial” meetings. It was therefore proposed that a similar allowance be paid, per day, for Appeals Sub-Committee meetings. The Committee was informed that these costs could be covered within the existing budget.

Councillor Gareth Allatt suggested that the roles of the Chairman of Audit Sub-Committee and Chairman of Pensions Investment Sub-Committee involved significant responsibilities and workloads and the levels of these allowances should be enhanced. The Chairman responded that this should be taken into account for the next year’s review.

RESOLVED that

(1) Members Allowances, and the Mayoral and Deputy Mayoral allowances, remain at the same levels for 2021/22.

(2) A “quasi-judicial” allowance be paid for attendance at Appeals Sub-Committee meetings at the same rate per day as for Plans and Licensing Sub-Committee meetings.

(3) Council be recommended to approve the updated Members Allowances Scheme and the Mayoral and Deputy Mayoral allowances for 2021/22.

128 EXECUTIVE ASSISTANTS - ANNUAL REPORT 2020/21
Report CSD210002

The Committee received summaries from the six Executive Assistants of the work that they had carried out during the 2021/22 Council year.

(Councillor Kira Gabbert declared an interest during consideration of this item as she held one of the Executive Assistant posts.)

RESOLVED that the reports from Executive Assistants be received and noted.

129 PROGRAMME OF MEETINGS 2021/22
Report CSD21

The Committee considered the proposed programme of meetings for the 2021/22 Council year. The programme had been subject to extensive consultation with members and officers, and was broadly based on the pattern of the current year. The Committee noted some final changes affecting meetings of the Schools Forum – a meeting was required on 16th September 2021 and the meeting indicated for 21st April 2022 was deleted.

RESOLVED that

(1) The programme of meetings 2021/22 be approved.

(2) The Director of Corporate Services be authorised to adjust the programme in accordance with any changes made to committees by Members, and to make minor corrections to the programme as necessary.

130 APPOINTMENTS TO OUTSIDE BODIES 2020/21
Report CSD21020

The Committee received a report informing them of a vacancy on the Beckenham Parochial Charities. As there was no nominee for the role the report was deferred.

131 WORK PROGRAMME AND MATTERS OUTSTANDING
Report CSD21004

The Committee considered its work programme.

EY were due to attend the meeting on 23rd March 2021 when the outcome of the 2019/20 audit would be reported. Councillor Stephen Wells stated to the Committee that KPMG should also attend.

RESOLVED that the work programme be noted.

132 PENSIONS INVESTMENT SUB-COMMITTEE: MINUTES OF THE MEETINGS HELD ON 13 FEBRUARY, 28 JULY, 15 SEPTEMBER AND 1 DECEMBER 2020, EXCLUDING EXEMPT INFORMATION

The draft minutes from the meeting of the Pensions Investment Sub-Committee meetings held on 13th February, 28th July, 15th September and 1 December 2020 were received.

Councillor Tony Owen raised concerns about the role of the London CIV. He referred to a recent Supreme Court case – the Palestinian Solidarity Campaign Ltd versus the Secretary of State for Housing, Communities and Local Government – regarding the responsibilities of local government pension fund trustees. He considered that, particularly in the light of this judgement, the Council should give notice that it would be leaving the London CIV at the end of March. Councillor Gareth Allatt, as the Vice-Chairman of the Pensions Investment Sub-Committee, explained that the Council was required to be a member of a CIV, but had not invested any funds. The Pensions Investment Sub-Committee shared Councillor Owen’s scepticism, but withdrawing from the CIV would mean risking the possibility of the Government taking control of the pension fund. The Committee noted Councillor Owen’s concerns.

133 AUDIT SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 3RD NOVEMBER 2020, EXCLUDING EXEMPT INFORMATION

The draft minutes from the meeting of the Audit Sub-Committee meeting held on 3rd November 2020 were received.

134 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**

**135 PENSIONS INVESTMENT SUB-COMMITTEE: EXEMPT
MINUTES - 13 FEBRUARY, 15 SEPTEMBER & 1 DECEMBER
2020**

The draft exempt minutes from the meeting of the Pensions Investment Sub-Committee meetings held on 13th February, 15th September and 1 December 2020 were received.

**136 AUDIT SUB-COMMITTEE: EXEMPT MINUTES - 3RD
NOVEMBER 2020**

The draft exempt minutes from the meeting of the Audit Sub-Committee meeting held on 3rd November 2020 were received.

The Meeting ended at 6.35 pm

Chairman

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GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the special meeting held at 7.30 pm on 25 February 2021

Present:

Councillor Pauline Tunnicliffe (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Gareth Allatt, Vanessa Allen, Mary Cooke,
Robert Evans, Kira Gabbert, Josh King,
Christopher Marlow, Russell Mellor, Tony Owen,
Neil Reddin FCCA, Melanie Stevens, Harry Stranger and
Michael Turner

Also Present:

Councillor Simon Fawthrop

137 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

All Members were present and there were no apologies for absence.

138 DECLARATIONS OF INTEREST

Councillor Simon Fawthrop declared an interest in minute 140 as his wife was employed by the Council.

139 QUESTIONS

No questions had been received.

140 2021/22 PAY AWARD

Under the terms and conditions of employment framework, the General Purposes and Licensing Committee was required to make a recommendation on the annual pay award to full Council. The annual pay award review formed part of the Council's annual budget planning process. This had been a key driver for coming out of the national and regional pay negotiating frameworks in 2012. The chairman welcomed the proposed increase, and the additional money set aside for merit awards, as these were a small way of appreciating the efforts of staff in the face of the challenges of the last year.

Although the 2% increase was in principle paid to all staff, the Committee appreciated that this could be withheld in exceptional circumstances where performance was poor. These instances would be evidenced, and the staff involved would be being assisted to improve their performance. The number of cases each year was very small compared to the size of the workforce, but

officers would provide further statistics on this. This was part of the local scheme and it was not necessary to change recommendation (1) (i).

The merit award scheme was based on recommendations from front-line managers, moderated at more senior levels. Staff received awards of varying amounts - gold, silver and bronze, paid in the form of vouchers. These additional payments were non-pensionable, but were subject to income tax and National Insurance. The £200k budget was normally spent, so doubling the amount available would enable managers to spread the rewards to more staff following a year where most staff had performed well in the face of unprecedented challenges.

In response to questions, officers confirmed that the Council had supported staff to work from home with new laptops, “goody-bags” of related equipment and reasonable expenses.

RESOLVED that

(1) Council be recommended to approve the following –

- (i) A flat 2% pay increase for all staff (excluding teachers who are covered by a separate statutory pay negotiating process.)**
- (ii) An additional one day annual leave, non-consolidated, for 2021/22.**
- (iii) An additional £200k towards Merited Awards for 2021/22, bringing the total to £400k for rewarding staff for exceptional performance.**
- (i) That the Trade Unions’ pay claim for staff be rejected.**

(2) It is noted that, as in previous years since coming out of the nationally/regionally negotiated frameworks, Bromley staff will receive the 2021/22 pay increase in time for the April pay.

The Meeting ended at 8.02 pm

Chairman

Report No.
CSD21037

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Tuesday 23 March 2021

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

Title: MINOR CONSTITUTION CHANGES

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: All

1. Reason for report

- 1.1 This report presents three minor changes to the Constitution for reference to full Council – (i) a request from the Chairman of the Pensions Investment Sub-Committee for the Sub-Committee to be appointed as a full Committee, reporting direct to the Council, from the next Council year onwards; (ii) some changes to allow electronic sealing and signing of documents and (iii) to clarify executive and non-executive delegations concerning joint arrangements and partnerships.
-

2. **RECOMMENDATIONS**

That Council be recommended to -

- (1) Agree the appointment of a Pensions Investment Committee from the start of the 2021/22 Council year to replace the Pensions Investment Sub-Committee.**
- (2) Amend the terms of reference of the General Purposes and Licensing Committee and agree the terms of reference of the new Pensions Investment Committee as set out in Appendix A to this report.**
- (3) Agree to modify Articles 14.4 and 14.5 of the Constitution to permit electronic execution and sealing of documents.**
- (4) Agree to Modify Article 11 of the Constitution to clarify the separation between Executive and Non- Executive functions.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: Estimated Cost:
 2. Ongoing costs: Recurring Cost:
 3. Budget head/performance centre: Democratic Representation
 4. Total current budget for this head: £1,084k
 5. Source of funding: Revenue Budget
-

Personnel

1. Number of staff (current and additional): Not Applicable
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This is not an executive decision.
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not Applicable
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

- 3.1 This report presents three minor changes to the Constitution for consideration by this Committee and reference to full Council – (i) a request from the Chairman of the Pensions Investment Sub-Committee for the Sub-Committee to be appointed as a full Committee, reporting direct to the Council, from the next Council year onwards; (ii) some changes to allow electronic sealing and signing of documents and (iii) to confirm and clarify that executive delegations concerning joint arrangements and partnerships can be exercised by the Leader.

Pensions Committee

- 3.2 The Chairman of the Pensions Investment Sub-Committee has requested that the Sub-Committee to be appointed as a full Committee to reflect its important role, reporting direct to the Council, from the next Council year onwards. This is a decision for full Council, on the recommendation of this Committee, and would require only a few minor changes to the terms of reference set out in the Council's Constitution (see Appendix A.)
- 3.3 This Committee would retain responsibility for the staff pay and conditions issues touching on pension arrangements, but specific administration of the scheme and investment decisions would be the responsibility of the new Committee.
- 3.4 There would be no change to the Special Responsibility Allowance for chairing the proposed Committee

Electronic Sealing of Documents

- 3.5 Given the changes to working practices which have arisen during the pandemic more organisations have moved to virtual execution of documents including electronic sealing. Whilst it is hoped that Lockdown restrictions will be lifted completely from 21 June, there is still merit in looking at alternative methods of execution. Therefore it is recommended that Articles 14.04 and 14.5 of the Constitution are revised to explicitly permit electronic execution and sealing of documents within the range of acceptable options.

Joint Arrangements

- 3.6 Executive functions are vested in the Leader of the Council who can discharge them personally, or arrange for them to be discharged by the Executive, a sub-committee of the Executive, a Portfolio Holder, an officer or by another local authority. Article 11 of the Constitution, which covers delegation to and from other local authorities, is ambiguous as it could be inferred that accepting or delegating Executive functions to other local authorities is a matter for Council rather than the Leader /Executive and it is recommended that this is amended to make it clear that for executive functions the decision sits with the Leader and for other functions with the Council.

4. FINANCIAL IMPLICATIONS

- 4.1 The Chairman of the Pensions Investment Sub-Committee currently receives a Special Responsibility Allowance under the Members Allowances Scheme of £2,064 pa. Any additional payment will need to be found from within the current Democratic Representation budget of £1,084k.
- 4.2 There are no financial implications for the other changes proposed to the Constitution.

5. PERSONNEL IMPLICATIONS

5.1 The proposed constitutional changes will not impact of individual staff contract of employment.

Non-Applicable Sections:	Impact on Vulnerable Adults and Children/Policy/ Legal/procurement
Background Documents: (Access via Contact Officer)	Council Constitution

Proposed Changes to the Constitution – Part 3

2.01 **General Purposes and Licensing Committee** (Membership proportional – may include one Member of the Executive from each recognised party group, subject to Executive Members not being in a majority.)

- (a) Electoral issues
- (b) Making byelaws
- ~~(c) Administration of the Local Government Pension Scheme~~

(and re-letter the following -)

- (d) Staffing matters
- (e) Probity Strategy
- (f) Audit
- (g) Open Government
- (h) Fraud Prevention
- (i) Complaint Procedures
- (j) Member appointments
- (k) Health and Safety
- (l) Licensing of births, deaths and marriages)
- (m) Licensing matters, including, where appropriate, determining cases relating to individual licenses.
- (n) Non-executive highway functions as set out in Schedule 1 to the Functions Regulations (excluding functions under the Town & Country Planning Act 1990)
- (o) Any non-executive function not delegated elsewhere or reserved to Council.

2.03 **Pensions Investment ~~Sub-Committee~~** (Membership proportional – may include one Member of the Executive from each recognised party group, subject to Executive Members not being in a majority.)

Administration of the Local Government Pension Scheme -

- (a) monitoring the financial position of the Pension Fund, including consideration of the triennial actuarial valuations;
- (b) investment of the Pension Fund, including the appointment of investment managers;
- (c) management of the Council's additional voluntary contributions (AVC) scheme.

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LOCAL JOINT CONSULTATIVE COMMITTEE

Minutes of the virtual meeting held at 2.00 pm on 24 February 2021

Present:

Employer's Side

Councillor Russell Mellor (Chairman)
Councillor Nicholas Bennett MA J.P.
Councillor David Cartwright QFSM
Councillor Josh King
Councillor Kate Lymer
Councillor Keith Onslow
Councillor Pauline Tunnicliffe
Councillor Michael Turner

Staff Side and Departmental Representatives

Gill Slater (Vice Chairman)
Ing Freeburne, Education, Care and Health
Services (Adult Social Care)
Billy Mclver, (Education, Care and Health
Services: Adult Social Care)
Emerentiana Nyame, (ECS)
Beverley Pharo, (Environment & Community
Services)

9 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Louise Sylver, Matthew Conway-Smallwood and Claire Brew.

Apologies were received from Councillor Simon Fawthrop, and Councillor Nicholas Bennett attended as substitute.

Apologies were received from the Leader, and Councillor Keith Onslow attended as substitute.

Apologies were also received from Councillor William Harmer.

Councillor Kira Gabbert attended as a guest.

10 DECLARATIONS OF INTEREST

There were no declarations of interest.

11 MINUTES FROM THE PREVIOUS MEETING OF LOCAL JOINT CONSULTATIVE COMMITTEE HELD ON 12th JUNE 2019

Councillor Pauline Tunnicliffe referred to a previous matter with respect to the number of staff that were being paid below the rate for the London Living Wage, and it was noted that a response to this was detailed in the Matters Arising report.

The minutes were agreed as a correct record.

12 MATTERS ARISING FROM THE PREVIOUS MEETING

CSD21026

The LJCC noted the matters that had arisen at the previous meeting, and the outcomes as detailed in the report.

RESOLVED that the matters arising report be noted.

13 STAFF SURVEY UPDATE

Members noted the update report regarding the Staff Survey.

The Chairman was pleased that a meeting had been able to be called successfully on this occasion. It was noted that the proposed discussion concerning the Staff Survey had been suggested by Councillor Simon Fawthrop. Unfortunately, Councillor Fawthrop had been unable to attend the meeting. Because the 'mover' had not been able to attend, as well as the fact that on this occasion the sound quality was very bad, the Chairman decided that the discussion of the results of the Staff Survey should be referred to the GP&L Committee--if the Chairman of the GP&L Committee was agreeable.

The Chairman commented that throughout his tenure as Chairman, it had been his aim to facilitate closer co-operation and collaboration between the Staff Side and the Employer's Side, rather than a culture of war. He felt that this had been achieved. He was satisfied that now there was a better relationship between the Staff Side and Management, and that now there was an open door for consultation without the requirement to bring everything to the LJCC.

The Chairman noted that it had not been possible to obtain executive powers for the LJCC as it was essentially a listening forum for the Employer's Side and the Staff Side.

The Chairman pointed out that he had been appointed as Chairman of the LJCC on 4th May 2003. At that time the Staff Side Secretary was Glenn Kelly, who was ably supported by Kathy Smith. The Chairman stated that although they were both very vibrant in their politics, it was obvious that they were dedicated to serving the best interests of their members. The Chairman wished his best regards to Glenn to be noted, along with his work relating to the Local Standards for Pay and Conditions. The Chairman wished his appreciation for Kathy Smith to be noted with respect to her contribution regarding libraries.

The Chairman thanked Gill Slater for her dedication, commitment and hard work as Vice Chairman and in representing the views of her members and the Staff Side generally. This was a role that she had excelled at, and the Chairman was confident that she would continue to excel in the role going forward.

The Chairman expressed his thanks to Stephen Wood, Graham Walton and Charles Obazuaye for their contributions in ensuring the smooth running of the LJCC during his tenure as Chairman.

The Chairman stated that he would be moving to a different role and would not be chairing the LJCC going forward.

The Vice Chairman thanked the Chairman for his appreciation of the Staff Side contributions of Glenn Kelly and Kathy Smith which would be passed on and expressed her thanks to Councillor Mellor for his politeness and good humour, during sometimes challenging debates, and his committed service to the Committee over the years. The Director of Human Resources similarly expressed his thanks and appreciation to the Chairman for his dedication and commitment to the work of the Committee.

RESOLVED that a discussion regarding the outcomes of the Staff Survey be referred to the GP&L Committee.

14 DATE OF NEXT MEETING

It was noted that the date of the next meeting would be 13th July 2021.

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London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LOCAL JOINT CONSULTATIVE COMMITTEE

Date: 24 February 2021

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

Title: COVID-19 STAFF WELLBEING SURVEY

Contact Officer: Charles Obazuaye, Director of Human Resources and Customer Services
Tel: 020 8313 4381 E-mail: charles.obazuaye@bromley.gov.uk

Chief Officer: Charles Obazuaye, Director of Human Resources and Customer Services

Ward: All Wards

1. Reason for report

This report provides a written update on the rollout of the COVID-19 Staff Wellbeing Survey in May 2020 and the follow-up survey in February 2021.

2. **RECOMMENDATION(S)**

Members are requested to note the report.

3. COMMENTARY

Introduction

- 3.01 As an organisation, we know that the COVID-19 pandemic has had a significant impact on our staff, many of whom have been asked to adapt their ways of working entirely, take on new roles often outside of their normal field of expertise, and to go above and beyond to support our residents and service users in Bromley.
- 3.02 A staff wellbeing survey was rolled out in May 2020, where we asked colleagues to feed back on their experience of working remotely during the COVID-19 crisis; the quality, frequency and effectiveness of our internal and external communications approach; and what more the Council could be doing to support our staff now and in the medium to longer term.
- 3.03 The survey was completed anonymously with the understanding that no individual responses that could identify a member of staff would be shared with senior managers.
- 3.04 The survey was composed of 27 questions divided into the following key sections/themes:
- **Contextual questions** – department; age group; managerial responsibilities; whether a staff member is a Bromley resident or living outside of the borough
 - **Communications** – preferences regarding the frequency and most effective forms of communication and engagement, as well as content that colleagues would like to read in our internal and external communications
 - **Working from home** – frequency of working from home, ability to work effectively at home, whether staff had suitable technology to work remotely, experience of performing new COVID-19 related tasks
 - **Health and wellbeing offer** – steps colleagues have taken to take care of their physical and mental health; and potential anxieties or concerns for staff, their colleagues, family and friends during the COVID-19 crisis
 - **Council support services** - knowledge and use of the Employee Assistance Programme and the Occupational Health Service
 - **Training opportunities** for both managers and staff
 - **Return to office work approach** – what needs to be in place for staff to feel safe and supported in returning to the office environment
 - **Suggestions** – how can the Council help tackle COVID-19 in our local area and how can the Council better support staff
 - **Lessons for the future** – how can the Council maintain effective new practices that have been introduced during the COVID-19 crisis.

Key findings from COVID-19 Staff Wellbeing Survey - May 2020

- 3.05 The staff survey was sent out to the LBB All Officers mailing list on 11 May and was open until 27 May.
- 3.06 The headline findings from the staff survey are as below:

- 975 members of staff completed the survey with 858 complete responses. The average completion time per respondent was 15 minutes, indicating a thoughtful and serious level of engagement
- The Chief Executive's department had the best departmental response rate at 77%, followed by the People's department at 53% and the Place department at 47%.

3.07 The response rate across all age groups was broadly reflective of the Council's workforce profile. Managers formed 26.4% of respondents, which is broadly reflective of the managerial workforce and shows good management engagement. 54.6% of respondents live in Bromley, which is in line with the Council's workforce profile

3.08 The key findings for the questions regarding the Council's communications were:

- A very positive response (over 70% of staff) regarding the current level, detail, and frequency of internal communications from the Chief Executive, Directors and managers
- Staff predominantly use our internal communications tools (email briefings, team meetings/briefings and discussions with line managers) as their main sources of information rather than external or personal communications channels i.e. local media or WhatsApp
- Staff would most like to hear about our recovery planning work and arrangements for exiting lockdown, remote working support and guidance, and updates regarding our local response to COVID-19

3.09 The key findings for the questions regarding the Council's working remotely arrangements were:

- Over 93% of staff work from home all or most of the time. Only 3% stated they do not work from home, when they are performing essential roles in the office or working out in the community
- Over 75% of respondents noted that they had a suitable place to work from home and over 77% have the technology they need to work effectively from home
- 69% of respondents are able to flexibly accommodate other responsibilities at home
- 66.3% of respondents (584) agreed they were just as effective in their role as before COVID-19
- 36.8% of respondents (328 people) confirmed they had taken on new tasks to support the organisation, although many respondents use the 'Other' category to note that they feel their day-to-day work has significantly changed to accommodate new tasks even if they have not been redeployed
- Over 86% of respondents are proud of their work to support the COVID-19 response
- 9.83% of respondents have responded with concerns that their new role may have exposed them to new risks.
- 78.6% of respondents (687 people) feel that their current workload is reasonable and 23% of respondents (200 people) felt that they could do more to tackle COVID-19.
- 48.3% of respondents (420 people) noted that their home/work life balance has improved as a result of working remotely. However, a significant number of respondents worried about their screen time and their mental health.

3.10 The key findings for the questions regarding health and wellbeing were:

- Staff are engaging in a range of activities to promote good mental and physical health and wellbeing

- Staff worried about their own physical and mental health and wellbeing and that of their families and colleagues, to their personal safety and financial situation.
- Staff have a range of caring responsibilities, including children, relatives, partners, older adult children, pets, neighbours and as volunteers in their local communities
- Despite good awareness of the Council's support services, there has been low take-up of the Employee Assistance Programme (only 36 respondents) and the Occupational Health Service (only 96 respondents)

3.11 The key findings for the questions regarding the Council's training opportunities were:

- The most popular training topics for managers included 'Returning to Work', 'Staying Safe at Work' and 'Leadership and Resilience in Turbulent Times'. Managers were also interested in some generic training for all staff, including 'Wellbeing: looking after yourself in isolation', 'Resilience Coaching' and 'Loss and Bereavement Awareness'
- 65.5% of respondents were overall favourable to online group activities, including team lunches and fitness classes
- Some respondents also have creative ideas for promoting health and wellbeing and connecting with colleagues, including quizzes, skills swaps, online meditation and yoga classes, book clubs etc.

3.11 The key findings for the questions regarding the Council's approach to managing the crisis, post-lockdown recovery, returning to work and suggestions for the future, were:

- Over 86% of respondents are proud to work for the Council during the COVID-19 crisis and 84% would speak positively about the work of the Council to friends and family
- Over 41% would like to know what they could do personally to support local charity and voluntary organisations affected by the crisis
- In order of priority, staff would like to see 'Deep cleaning of the offices', 'Adequate spacing of desks', 'Hand sanitiser stations' and 'Office working guidance' alongside a return to the office environment
- Staff also provided a range of suggestions to the Council on how to tackle COVID-19, including a rota for people based in the Civic Centre and other sites; flexibility for staff with childcare responsibilities; use of Microsoft Teams/web-based platform for multi-agency meetings; and extra support, advice and guidance to BAME colleagues
- When asked what more the Council could be doing to support staff, respondents suggested listening to staff and their needs; clarity for staff who fall into vulnerable risk groups; provision of PPE and face masks; IT and laptop rollout; managers being more understanding; and more flexibility in working arrangements
- In terms of longer term changes after the COVID-19 crisis, staff wanted to see more ongoing engagement with staff through regular communications and surveys; maintain home working opportunities and promote flexible, remote and agile working; more empathy and kindness from managers; more interdisciplinary working across teams; more volunteering opportunities; and more virtual meetings with professionals.

Actions from Staff Survey findings

3.12 Following the delivery of the first Staff Survey in May 2020, a Staff Survey Working Group was established with divisional representation from all services, to oversee the delivery of quick

wins and improvements to address the key findings, as well as the development of local departmental and divisional staff surveys.

3.13 The key quick wins delivered from May 2020 onwards included:

3.14 **Communication**

- a) All managers instructed to have a team meeting and/or 'touch base' with all of their staff at least monthly
- b) Regular reporting on progress of the restarted IT roll out programme to staff
- c) Promote free car parking offer of staff who need to come into the Civic Centre
- d) Promoting the importance of culture change through the REAL values staff seminars on the Council's organisational values for staff: Respect, Empower, Ambition and Learn
- e) Regular communications and engagement to reassure staff who are struggling at home around the likely timescales for the implementation of the phased return to the workplace, as feelings of loneliness and isolation are not necessarily linked to issues of flexibility around home working.

3.15 **Health & Wellbeing**

- a) Reinforce the message to all staff that working from home is the default position
- b) Ensure all staff have access to the equipment they need to make working from home safe and comfortable – highlight that a list of 'essential equipment' / 'basic accessories' for all staff is being drawn up.
- c) Relaunch/re-promotion of the new Employee Assistance Programme via a webinar and highlight that staff can self-refer
- d) Promote informal methods for team catch-ups /get-togethers via video to prevent feelings of isolation among staff
- e) Using a 'signature sign-off' to promote flexible working that could be adopted more widely e.g. *"I sometimes send emails out of standard business hours for my own convenience. Please do not feel you need to respond outside of your working hours."*

3.16 **Training & Development**

- a) Identify and promote a 'mental health support' training package for immediate roll out
- b) Encouraging staff to engage regarding their physical and mental wellbeing, with the introduction of 'Wellbeing Wednesdays and Fridays' each week
- c) Workforce Development to roll out the 'It's Okay' campaign covering a wide range of issues around personal health, wellbeing and development needs, time management, safe return to work, remote/home working, compassionate leadership, managing conflict, home/work balance, trauma, financial wellbeing

3.17 A series of medium to long-term actions have also been overseen by the Staff Survey Working Group:

1. Repeat the full Council-wide staff survey: Planning for this, including reviewing questions, was completed by December 2020 with a view to delivering the new survey in January/February 2021

2. Developing our longer term 'offer to staff' – establishing 'what more' staff need to make their home working environment more comfortable in the future and the best way to provide what is required e.g. desks, chairs, laptop stands etc.
3. Ensure that the Health and Wellbeing Programme remains an embedded feature for staff over the long term.

3.18 Each division also developed their own local action plans and have rolled out a range of activities including staff surgeries, departmental conferences, local divisional surveys, and more direct engagement with Chief Officers and senior managers.

Follow up staff survey - February 2021

3.19 A follow-up survey for early 2021 was developed and tested by a control group of colleagues from the Staff Survey Working Group, the Trade Unions and Dep Representatives to ensure that the survey was a manageable length and thus lead to a high response rate, while also covering the key objectives of the survey.

3.20 In addition to the key areas in the first survey, the second staff survey (in Appendix 1) covers the following topics:

- The experiences of new starter who have joined the organisation during COVID-19
- The views and experiences of staff regarding long-term remote/office working during COVID-19
- The impact of our equality and inclusion training and support
- Preferences around remote working in the future
- The effectiveness of the IT transformation programme
- The impact of COVID-19 support work on staff wellbeing.

3.21 The follow-up staff survey was rolled out on Monday 1 February and will be open until Friday 19 February, although this is subject to review depending on the response rate. Regular communications to staff, via the Chief Executive's weekly email and the Transforming Bromley newsletter, will be used to drive engagement.

In May 2020, we ran a staff wellbeing survey, asking all London Borough of Bromley colleagues, including agency and locum staff, to feed back on their experiences of maintaining their mental and physical health and wellbeing during the COVID-19 pandemic, and the impact of the changes to their working arrangements.

This staff survey follows on from the May 2020 survey. Through this survey, we hope to better understand how colleagues, including new starters during the Covid-19 pandemic, are feeling about their longer-term experiences of remote working or office working; the impact of COVID-19 support work on staff wellbeing; our longer-term return to work approach; and the impact of our equality and inclusion work.

Please set aside 15 minutes to complete this survey. We would encourage staff to complete as many questions as possible, but you may skip questions as appropriate.

All staff, including agency and locum staff, are encouraged to complete this survey.

All responses in the survey are confidential.

Please note that once the survey is submitted, you will not be able to edit any of your answers.

1. Which division do you work in?

2. Which age group do you fall in?

3. Are you a manager?

Yes

No

4. Are you a Bromley resident?

Yes

No

Additional Contextual Questions

The following contextual questions are included to help us understand if there are any particular challenges affecting certain groups in our workforce, especially in relation to Covid-19. These questions are optional.

5. What is your identified ethnicity?

- White
- Mixed/ multiple ethnic groups
- Asian/ Asian British
- Black/ Black British/ Caribbean/ African
- Prefer not to say
- Other ethnic group or background (please specify)

6. Do you live with a disability or a life limiting health condition?

- Yes
- No
- Prefer not to say

7. What is your gender?

- Male
- Female
- I identify as... (please specify)

- Prefer not to say

8. Did you join the Council during the Covid-19 pandemic?

- Yes
- No

Communications

9. If you are a new starter during the Covid-19 pandemic, to what extent do you agree or disagree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree
The Council made it easy to start working for Bromley	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had an enjoyable induction into the Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Council staff have made me feel welcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remote working sometime makes it hard to feel connected to my team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments (please specify)

10. How do you prefer to receive information about the Council's COVID-19 response? (Select as many options as you like)

- Email updates from the Chief Executive and Directors
- Email updates from the Leader of the Council and other senior Members
- E-mails/calls from your line manager
- Team meetings/briefings
- COVID-19 Portal (One Bromley)
- WhatsApp team groups
- Bromley Council website
- Local media
- Transforming Bromley newsletter
- Departmental telephone/virtual conferences
- Other (please specify)

11. To what extent do you agree or disagree with the following?

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel well informed about the Council's response to Covid-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The information I receive regarding the Council's Covid-19 response is not always clear or easy to understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive enough information from the Chief Executive and Directors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive enough information from my line manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive enough information from team meetings/briefings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Do you have a public facing role where you are regularly in contact with members of the public? (contact can be in person, over the phone, by email, etc.)

- Yes
- No
- Unsure

Public Facing Roles

13. To what extent do you agree or disagree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree
I feel confident when engaging with members of the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel well supported by the Council when engaging with members of the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have encountered hostility from members of the public due to my role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to handle difficult encounters with members of the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Is there anything you think the Council could do to support you in engaging with the public?

- No
- Yes (please specify)

IT Transformation

15. Have you received IT equipment (e.g. a new work laptop) for home working from our IT rollout in the last 6 months?

- Yes
 No

16. To what extent do you agree or disagree that the IT rollout programme has improved your ability to work from home?

- Strongly agree
 Agree
 Disagree
 Strongly disagree
 Do not work from home

17. What are the biggest technical challenges that you currently face? (Select up to 3)

- Poor internet connection
 Confidence in using video conferencing (WebEx/Skype/Teams)
 Confidence in using departmental software
 Slow or faulty IT equipment
 Other (please specify)

- No technical issues

18. Is there any additional IT training that you would find helpful?

- No
 Yes (please specify)

19. Are you currently working remotely?

- Yes, all the time
 Yes, most of the time
 Yes, some of the time
 No

Remote Working

20. If you are not always working at home, where else are you working? Choose as many options as appropriate)

- Office
- In the community
- Visits to service users/members of the public
- Other (please specify)

21. To what extent do you agree or disagree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree
I am adapting and building confidence with remote working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a suitable space where I can work remotely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel effective in my role while working from home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel connected with my team and colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have enough contact with my line manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. Do you always feel safe while working for the Council?

- Yes
- No
- Unsure

Please enter a comment if you would like

23. Is there anything you think the Council could do to ensure a safer working environment for staff?

Changes to Day-to-Day Work

24. Have you performed any Covid-19 support work for the Council over the last 9 months?

- Yes - in a redeployed role
 Yes - as part of my business as usual role
 No
 Unsure

25. How have your day-to-day working arrangements changed over the last 9 months? (Tick as many as appropriate)

- I have been redeployed for part or all of the pandemic
 I took on new Covid-19 responsibilities in addition to my usual role
 I took on responsibilities of co-workers who were redeployed
 I volunteered in a Covid-19 capacity for the Council in addition to my usual role
 I manage staff who have taken on new Covid-19 responsibilities
 My role has not significantly changed
 Other (please specify)

26. If you are performing any Covid-19 support work, to what extent do you agree or disagree with the following statements about your redeployment?

	Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
I have received sufficient training to perform my COVID-19 related tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have been worried that my new functions expose me to new risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would have preferred to return to my normal business-as-usual role sooner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Health and Wellbeing Offer

27. During Covid-19, have you been aware of the Council's wellbeing support programmes for staff (Employee Assistance Programme, Occupational Health Service, It's Okay Campaign or Wellbeing Wednesdays and Fridays)?

- Yes and I have used this wellbeing support
- Yes, but I have not used this wellbeing support
- No
- Unsure

28. To what extent do you agree or disagree with the following?

	Strongly agree	Agree	Disagree	Strongly disagree
The Council's wellbeing offer for staff during Covid-19 has helped my mental and physical wellbeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a good balance between my work and home life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage my workload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It has been difficult to take care of my physical health during Covid-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It has been difficult to take care of my mental health during Covid-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a good sleeping pattern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I often feel lonely or isolated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I take actions to limit my screen time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I sometimes have days where I can't take any breaks at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. Is there any other wellbeing support you would like the Council to offer?

- No
- Yes (please specify)

30. Are there any other more general training and development opportunities you would like the Council to offer?

- No
- Yes (please specify)

31. Have you had any caring responsibilities during Covid-19?

- Yes, for my children
- Yes, for vulnerable relatives (such as elderly relatives)
- Yes, for someone else (please specify)

- No

Equality and Inclusion

32. Have you been able to work flexibly to accommodate your caring responsibilities?

- Yes
 No (please explain)

33. To what extent do you agree or disagree with the following statements?

	Strong agree	Agree	Disagree	Strongly disagree
I have noticed a recent improvement in the Council's approach to equality and inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All staff are treated fairly at the Council regardless of their personal background	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am treated fairly at the Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council takes equality and inclusion seriously	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

34. Do you have any suggestions for how the Council could improve its approach to equality and inclusion?

- No
 Yes (please specify)

35. Have you attended any of the Council's REAL seminars?

- Yes, all of them
 Yes, at least one
 No

36. Do you know who your Departmental Representatives are?

- Yes
 No

37. Do you know who the Council's Trade Union representatives are?

Yes

No

Returning to Work

38. To what extent do you agree or disagree with the following?

	Strongly agree	Agree	Disagree	Strongly disagree
I am proud of the Council's response to Covid-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I speak positively about the Council to my friends and family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would like to find out how I could help support local charity and voluntary organisations affected by Covid-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am doing meaningful work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is clear what is expected of me in my role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

39. Following the Covid-19 pandemic, how many days a week would you typically like to work remotely/from home? (You can explain your preference in the comment box provided)

- No remote/home working (0 days a week)
- Partial remote/home working (1 - 2 days a week)
- Mostly remote/home working (3 - 4 days a week)
- Working remotely/at home all the time (5 days a week)
- Other (please specify)

Please explain your preference

40. Is there anything the Council has introduced in response to Covid-19 that you would like to see continued after the crisis has ended?

41. Is there anything else you would like to tell us that was not covered in this survey?

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Report No.
CSD21038

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Tuesday 23 March 2021

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

Title: WORK PROGRAMME AND MATTERS ARISING

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: All

1. Reason for report

- 1.1 This report summarises the Committee's work programme looking ahead into the 2021/22 Council year. In accordance with the decision of Council on 8th April 2019, this report also covers matters outstanding from previous meetings.
-

2. **RECOMMENDATION**

Members are requested to note the matters outstanding from previous meetings (paragraph 3.5) and their draft work programme for 2021/22.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £359k
 5. Source of funding: Revenue Budget
-

Personnel

1. Number of staff (current and additional): 7 6.67fte)
 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 (current and projected): Not applicable
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

3.1 Bromley Council operates under a “Leader and Executive” constitutional model, with most decision making functions resting with the Leader, Portfolio Holders and the Executive. However, there are a number of functions which the executive side is prohibited from dealing with, for which Committees need to be appointed. In Bromley, the majority of these “non-executive” functions are the responsibility of Development Control Committee for town planning and related functions, and this Committee for most other non-executive functions.

3.2 General Purposes and Licensing Committee fulfils the role of Licensing Committee under the 2003 Licensing Act (which requires a membership of fifteen), but also deals with a range of other non-executive functions that cannot be dealt with by the Executive or do not fall within the terms of reference of Development Control Committee. It therefore has a range of varied and sometimes unrelated responsibilities, including audit, human resources, complaints, elections and appointments.

3.3 The Committee’s role is very different to that of a PDS Committee, in that it has decision-making powers, many of which are delegated to a number of sub-committees -

- Appeals Sub-Committee
- Audit Sub-Committee
- Industrial Relations Sub-Committee
- Licensing Sub-Committee
- Local Joint Consultative Committee
- Pensions Investment Sub-Committee (but, see report elsewhere on this agenda)
- Rights of Way Sub-Committee

These sub-committees have decision-making powers within their own terms of reference, and in most cases their minutes are received by this Committee for information.

3.4 The Committee has six scheduled meetings in the year, plus a meeting after the Council’s annual meeting to appoint its Sub-Committees. The meetings for the 2021/22 Council year are set out in Appendix A, with the reports anticipated for each meeting.

3.5 Members are asked to note the following matters outstanding from previous meetings –

Programme of Meetings 2021/22 (9th February 2021 - minute 129) -

The Committee approved the programme and authorised the Director of Corporate Services to make minor changes as necessary. One important date was missing in error – the full Council meeting in April 2022, which should have been included as 11th April 2022. Members are requested to note this additional date.

2021/22 Pay Award (25th February 2021 – minute 140)

Members requested details of the numbers of Council staff each year who were not awarded the normal pay rise due to performance issues. The Director of HR will circulate this information shortly.

Non-Applicable Sections:	Impact on vulnerable adults and children/Policy/Financial/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	None

General Purposes and Licensing Committee
Work Programme 2021/22 (Draft)

12th May 2021 *(following annual Council meeting)*

Appointments to Sub-Committees

May 26th May 2021

Appointments to Outside Bodies

Work Programme & Matters Outstanding

6th July 2021

Work Programme & Matters Outstanding

21th September 2021

Annual Complaints Report and Annual Ombudsman's Letter 2020/21

Work Programme & Matters Outstanding

30th November 2021

Teachers Pay Policy - Centrally Based Staff

Work Programme & Matters Outstanding

8th February 2022

Pay Policy Statement 2022/23

Members Allowances 2022/23

Executive Assistants Reports 2021/22

Programme of Meetings 2022/23

Work Programme & Matters Outstanding

29th March 2022

Annual Review of Licensing Activity

Annual Review of the Scheme of Delegation to Officers

Work Programme & Matters Outstanding

(Draft Minutes from Sub-Committee meetings are received for information at each meeting.)

Agenda Item 9

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of the Local Government Act 1972.

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