



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton
graham.walton@bromley.gov.uk

DIRECT LINE: 0208 461 7743

FAX: 020 8290 0608

DATE: 22 March 2023

To: Members of the

GENERAL PURPOSES AND LICENSING COMMITTEE

Councillor Pauline Tunnicliffe (Chairman)

Councillor Mike Botting (Vice-Chairman)

Councillors Kathy Bance MBE, Nicholas Bennett J.P., Robert Evans, Kira Gabbert, Mike Jack, Josh King, Jonathan Laidlaw, Andrew Lee, Keith Onslow, Melanie Stevens, Harry Stranger, Ryan Thomson and Sam Webber

A meeting of the General Purposes and Licensing Committee will be held at Bromley Civic Centre on **THURSDAY 30 MARCH 2023 AT 7.00 PM**

TASNIM SHAWKAT

Director of Corporate Services & Governance

Copies of the documents referred to below can be obtained from
<http://cds.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 16th March 2023.

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 24th March 2023.**

4 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2023 (Pages 3 - 10)

5 CONSTITUTION WORKING GROUP (Pages 11 - 30)

6 REPORTS FROM EXECUTIVE ASSISTANTS (Pages 31 - 36)

- 7 WORK PROGRAMME AND MATTERS OUTSTANDING (Pages 37 - 42)**
- 8 LOCAL JOINT CONSULTATIVE COMMITTEE: MINUTES OF THE MEETING HELD
ON 7 DECEMBER 2022 (Pages 43 - 50)**
- 9 LICENSING SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 8
FEBRUARY 2023 (Pages 51 - 54)**

.....

GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the meeting held at 7.00 pm on 16 February 2023

Present:

Councillor Pauline Tunnicliffe (Chairman)
Councillor Mike Botting (Vice-Chairman)
Councillors Kathy Bance MBE, Nicholas Bennett J.P.,
Robert Evans, Kira Gabbert, Mike Jack, Jonathan Laidlaw,
Keith Onslow, Melanie Stevens, Harry Stranger,
Sam Webber, Alisa Igoe and Simon Jeal

Also Present:

Councillor Julie Ireland and Councillor Simon Fawthrop

30 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Josh King who was replaced by Councillor Simon Jeal and from Councillor Ryan Thomson, who was replaced by Councillor Alisa Igoe.

31 DECLARATIONS OF INTEREST

There were no declarations of interest.

32 QUESTIONS

Two questions had been received for oral reply – these are set out in Appendix A to these minutes.

33 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2022

It was noted that there had been no further questions raised by Mr Gibbons about committee meetings.

RESOLVED that the minutes of the meeting held on 3 November 2022 be confirmed.

34 ANNUAL COMPLAINTS REPORT AND ANNUAL OMBUDSMAN'S LETTER 2021/22 Report CEF 22047

The Council produced an Annual Complaints Report each year setting out statistics on the complaints it received and also giving an oversight of the annual Local Government and Social Care Ombudsman letter. The 2021/22

Annual Report had already been considered by the Adult Care and Health and Children, Education and Families PDS Committees.

In response to a question about the Council's Planning Service, officers confirmed that there had not been an increase in Ombudsman complaints about planning matters. The Vice-Chairman of Development Control Committee reassured members that the backlog of planning applications had been largely overcome, apart from some more complex cases.

RESOLVED that the 2021/22 Annual Complaints Report and the Local Government and Social Care Ombudsman letter be noted.

35 PAY AWARD 2023/24

Under the local terms and conditions of employment framework, the Committee was required to make a recommendation on the annual pay award to full Council. Pursuant to the local framework, the annual pay award review was now part of the Council's budget planning process. This requirement was a key driver for coming out of the national/regional pay negotiating frameworks.

The Committee considered the proposed pay award for 2023/24, including a late joint submission from the trade unions and a response from the Director of Human Resources, Customer Services and Public Affairs. The main proposal was a flat 5.75% increase for 2023/24 with an additional 2% in response to the unexpected inflation that had occurred since the 2022/23 pay increase had been agreed. In addition, a further £200k would be provided for merit awards linked to appraisals, taking the total to £400k. Senior managers at Assistant Director level and above were not eligible for these awards.

Some members suggested that the Council should commit to paying at least the London Living Wage for all its staff, and Cllr Kathy Bance requested further information about the roles that attracted these lowest salaries. Officers confirmed that the Council did comply with the statutory National Minimum Wage and contended that it was important not to undermine pay differentials and the job evaluation scheme by distorting the lowest grades. The Council did face recruitment and retention challenges, but these were for professionals such as social workers, engineers and planners, not lower paid staff.

An amendment to use £180k of the money allocated for merit awards to top up the pay of the lowest paid workers was moved by Cllr Simon Jeal and seconded by Cllr Alisa Igoe, but this was not supported.

RESOLVED that

(1) full 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) in response to

the unexpected spiralling inflation post 2022/3 pay award agreed by full Council; the increase would be effective from 1st April 2023;

(ii) A flat 5.75% pay increase for all staff (excluding teachers who are covered by a separate statutory pay negotiating process) for 2023/24;

(iii) An additional £200k towards Merited Rewards, for 2023/24, bringing the total to £400k for rewarding staff for exceptional performance;

(iv) That the Trade Unions' pay claim for staff be rejected (see paragraph 3.12 of the report and attached Appendices.

(2) Members also note that, as in the previous years since coming out of the nationally/regionally negotiated frameworks, Bromley staff will receive the 2023/24 pay increase in time for the April pay.

36 PAY POLICY STATEMENT 2023/24

Under the Localism Act 2011 the Council was required to publish a Pay Policy Statement which had to be approved by full Council every year. Members considered the 2023/24 Pay Policy Statement.

An amendment that the Council should adopt the London Living Wage was moved by Cllr Simon Jeal and seconded by Cllr Alisa Igoe, but this was not supported.

RESOLVED that full Council be recommended to approve the 2023/24 Pay Policy Statement.

37 MEMBERS ALLOWANCES SCHEME 2023/24 **CSD23003**

The regulations governing Members' Allowances required that, before the beginning of each financial year, the Council should make a scheme of allowances for that year, taking into account the advice of the London Councils independent panel on councillor remuneration.

The report detailed the proposed allowances for 2023/24. The Mayoral and Deputy Mayoral Allowances were not part of the Members Allowances Scheme, but were usually considered in conjunction with it. The Scheme had to be agreed by full Council – this would be at the meeting on 27th February 2023.

In many previous years, members had decided not to increase the allowances, but if Members were minded to increase the allowances a reasonable guide would be the increase recommended for Council staff, which, subject to Member confirmation, was expected to be 7.75%. Proposals based on a 7.75% increase but with some other changes have been received from the majority group – these were summarised at paragraph 3.5 of the report. Cllr Simon Fawthrop attended the meeting to explain these proposals,

which he had formulated following an examination of allowances across London. In particular, most Councils had an allowance for their Deputy Leader, and very few Councils (probably only three) had an allowance for the leader of the second largest minority group.

Councillor Julie Ireland also attended the meeting and pointed out that the London Councils recommendations did include an allowance for the second largest minority group leader.

The Committee discussed the various options, including in particular the allowances for Executive Assistants and Vice-Chairmen and the proposal to remove the allowance for the second majority party leader, which a number of members opposed.

A proposal to increase the basic allowance by 4.5%, increase the allowances for the Chairmen of the Audit and Risk Management and Pensions Committees to match those for PDS Committee Chairmen, remove the allowances for Executive Assistants and retain all other allowances at the current level, transferring the saving of £61k to the Council's Welfare fund, was moved by Cllr Simon Jeal and seconded by Cllr Kathy Bance, but not supported.

A proposal to freeze all allowances at the current level was moved by Cllr Sam Webber and seconded by Cllr Mike Jack, but was not supported.

RESOLVED that

(1) The Members Allowances Scheme 2023/24 and the Mayoral and Deputy Mayoral Allowances be approved based on the proposals from the Conservative group for most allowances to be increased by 7.75% (rounded up as necessary) with increased allowances for the Deputy Leader, the Leader of the largest minority group, the Chairmen of Pensions Committee and Audit and Risk Management Committee and various Vice-Chairman roles and removal of the allowance for the second largest minority group leader.

(2) The Members' Allowances Scheme 2023/24 and the Mayoral and Deputy Mayoral allowances for 2023/24 be submitted to Council for approval.

38 PROGRAMME OF MEETINGS 2023/24
Report CSD23004

The report presented the draft programme of meetings for the next Council Year (2023/24) for Members' consideration. The proposed timetable, which had been the subject of consultation, was based broadly on the current timetable, with only minor alterations. One change to the schedule was that Health and Wellbeing Board would move from 22nd to 29th June 2023.

RESOLVED that

(1) Subject to any changes of meeting arrangements subsequently approved by Members, the programme of meetings for 2023/24 be approved.

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

Note: After the meeting it was proposed that the 2024 annual Council meeting and the Plans 4 meeting the next day should be moved to one week later on 15th and 16th May 2024 in view of the arrangements for the GLA elections.

39 APPOINTMENT OF HONORARY ALDERMEN
Report CSD23005

The Committee considered the appointment of former Councillors as Honorary Aldermen. Details of the Councillors recommended were set out in a part 2 appendix.

RESOLVED that

(1) The following former Councillors be recommended to Council for appointment as Honorary Aldermen – Graham Arthur, Julian Benington, Russell Mellor, Peter Morgan, Neil Reddin, Michael Turner and Stephen Wells.

(2) That a special Council meeting be held on 10th May 2023, before the annual meeting, to appoint Honorary Aldermen.

40 OUTSIDE BODY APPOINTMENTS
Report CSD23007

The Committee was responsible for making the Council's appointments to outside bodies. Most of these appointments were annual and are made by the Committee in May each year, but some had different timescales, and, occasionally, it was necessary to make new appointments when people stand down.

The Committee considered the three nominations for the two places on the Beckenham Parochial Charities, but decided to defer making appointments.

There were no nominations for the Local Advisory Board of Nash College – Cllr Kira Gabbert suggested that she would seek a nominee from the members of the Children Education and Families PDS Committee.

RESOLVED that appointments to the Beckenham Parochial Charities for four year terms ending in January 2027 and to the Nash College Governing Body for a three year term be deferred.

41 WORK PROGRAMME AND MATTERS ARISING
Report CSD23008

The Committee considered its work programme for 2022/23.

RESOLVED that the work programme be noted.

**42 LOCAL JOINT CONSULTATIVE COMMITTEE: MINUTES OF
THE MEETING HELD ON 12 OCTOBER 2022**

The minutes of the Local Joint Consultative Committee meeting held on 12th October 2022 were received.

**43 LICENSING SUB-COMMITTEE: MINUTES OF THE MEETINGS
HELD ON 6 OCTOBER 2022, 24 OCTOBER 2022 AND 7
DECEMBER 2022**

The minutes of the Licensing Sub-Committee meetings held on 6th October, 24th October and 7th December 2022 were received.

**44 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**

**45 APPOINTMENT OF HONORARY ALDERMEN - PART 2
APPENDIX**

The Committee received details of potential candidates for appointment as Honorary Aldermen.

46 OUTSIDE BODY APPOINTMENTS - PART 2 APPENDIX

The Committee received details of potential candidates for appointment to outside bodies.

The Meeting ended at 8.40 pm

Chairman

GENERAL PURPOSES AND LICENSING COMMITTEE

16th February 2023

Questions from Members of the Public for Oral Reply

1. From Gill Slater, Unite Rep

The 22/23 NJC award of £2229 for Outer London was effectively a pay cut, however, every BR grade Bromley employee was a further £1,000 worse off, the lowest grade losing out by £1,772. How does the 2% (not backdated) help staff facing 16.8% food inflation? (ONS)

Reply:

There is no requirement for Members to provide any additional increase for 22/23 having already agreed the pay award in good faith. However, Members have proposed this additional amount in response to and in recognition of the unexpected spiralling inflation post 2022/3 pay award. The Council also actively promotes the employee benefits scheme to employees which includes savings on shopping including groceries as well as local discounts.

The Council like other employers were unsighted on the sudden and unexpected rise in the inflation at the time of 22/23 pay award. However, unlike many organisations/employers Bromley Council is proposing to offer an additional 2% from 1st April 2023.

Supplementary Question:

Mrs Slater asked whether sufficient consultation had been carried out with staff - she stated that Bromley employees had fallen behind other local government workers in 2022 and the current proposals would see this "baked in." The discussions at Local Joint Consultative Committee on 7th December 2022 showed the level of staff concerns about this.

Reply:

The Chairman asked the Director of Human Resources, Customer Services and Public Affairs to comment. His view was that all staff were aware of the proposals and there was no need for delay. The proposals should be supported in order to ensure that Bromley staff received their pay award in April, a key feature of coming out of national frameworks.

Additional Supplementary Question from Cllr Simon Jeal:

Cllr Jeal asked whether concerns had been raised about the rising cost of living by members of staff during the consultation period.

Reply:

The Director of Human Resources, Customer Services and Public Affairs confirmed that there had been a limited response from staff to the consultation. There had been concerns about financial pressures, but the majority were supportive of the proposals.

2. From Kathy Smith, Unite Rep

The Councils budget report indicated reserves in excess of £166m (including £18.5m not 'earmarked'). Many staff have no reserves to draw on. Since Bromley staff have fallen significantly behind other LA employees and may well again this year will Bromley set aside reserves to at least restore parity 'in year'?

Reply:

The 2023/24 Council Tax report to Executive on 8th February 2023 highlights the need for maintaining adequate level of reserves to ensure the long term sustainability of the Council finances which helps protect key services. Although the budget is balanced for 2023/24, the Council's faces financial uncertainty in the future with significant cost pressures and a significant 'budget gap' for future years rising to £29.6m per annum from 2026/27. It is not sustainable to use one off reserves to fund additional recurring costs. Full details on the approach to reserves is provided in Appendix 4 of the 2023/24 Council Tax report.

Supplementary Question:

Ms Smith referred to other recent pay deals and asked whether the Council could back-date the additional award for 2022/23 and provide a flat rate £2,000 increase that would benefit the low paid most of all.

Reply:

The Director of Human Resources, Customer Services and Public Affairs responded that there was no single right approach, but, on balance, the proposals were fair and reasonable, with a slight percentage adjustment out the lower end.

Additional Supplementary Question from Cllr Nicholas Bennett:

Cllr Nicholas Bennett asked a question about pension contributions.

Reply:

The Director of Human Resources, Customer Services and Public Affairs responded that employer contributions were in the region of 17-18% (the Chairman of the Pensions Committee confirmed that the rate was about 17.7%.) Cllr Bennett commented that the local government pension was far better than most schemes in the private sector.

Report No.
CSD23039

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Thursday 30 March 2023

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

Title: CONSTITUTION WORKING GROUP

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

Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: All

1. Reason for decision/report and options

- 1.1 At its meeting on 6th July 2022 this Committee set up a Constitution Working Group to review the Council's Constitution – to simplify and improve the overall structure of the Constitution and to make recommendations for specific, detailed changes. This report presents some detailed changes for Members to consider and refer to full Council.
- 1.2 Officers are also making some suggestions that have not been considered at the Working Group regarding the full Council meeting to approve the budget and Council Tax each year.
-

2. **RECOMMENDATIONS**

Council be recommended that -

- (1) Officers will report to a future meeting on proposals for the overall structure of the Constitution.**
- (2) The following changes be made to the Constitution in line with section 3 of this report and the wording set out in the appendix (to take effect for the 2023/24 Council year):**
 - (a) Development Control Committee and Plans Sub-Committee memberships should be limited to no more than two Members from the same ward (as proposed in paragraphs 3.4 and 3.5 below.)**
 - (b) The rules for questions be amended (as proposed in paragraphs 3.6 to 3.8 below.)**
 - (c) The rules for motions be amended (as proposed in paragraphs 3.9 to 3.11 below.)**
 - (d) The rules for call-in be amended (as proposed in paragraphs 3.12 to 3.14 below.)**
 - (e) The Petition Scheme be amended (as proposed in paragraph 3.15 below.)**
 - (f) The use of gender-neutral language in the Constitution be approved as proposed in paragraphs 3.16 below.)**
 - (g) The additional of a special full Council budget and Council tax meeting be considered (as proposed in paragraphs 3.17 and 3.18 below.)**

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Transformation Policy

1. Policy Status: Existing Policy
 2. Making Bromley Even Better Priority:
(5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

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: £376,460
 5. Source of funding: Revenue Budget 2022/3
-

Personnel

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement: Local Government Acts 1972 and 2000
 2. Call-in: Not Applicable: Non-executive decision.
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Property

1. Summary of Property Implications: Not Applicable
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
-

Customer Impact

1. Estimated number of users or customers (current and projected): Not Applicable
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

3.1 At its meeting on 6th July 2022 this Committee set up a Constitution Working Group to review the Council's Constitution. The following terms of reference were agreed –

- (1) To consider the overall structure of the Constitution.
- (2) To identify aspects of the Constitution that can be simplified and improved.
- (3) To make recommendations to General Purposes and Licensing Committee for consideration by full Council.

The membership of the Working Group is Councillors Nicholas Bennett (Chairman), Kathy Bance MBE, Robert Evans, Simon Fawthrop, Chloe-Jane Ross, Mark Smith, Melanie Stevens and Pauline Tunnicliffe. The Working Group has met twice (on 21 November 2022 and 31 January 2023.)

3.2 At its first meeting, the Working Group approved in principle a proposal to re-arrange the overall structure of the Constitution to make it simpler and more usable. The intention was not to make changes of substance, but to create a better structure and take opportunities to clarify the wording and remove duplication. This work is ongoing and will be reported to Members in the next Council year.

3.3 The Working Group also considered a number of more detailed issues at its two meetings, and their recommendations are presented in this report (paragraph 3.4 onwards, with detailed changes of wording set out in Appendix A). If these detailed changes are supported they will be referred to full Council on 24th April 2023 and if approved will take effect for the 2023/24 Council year.

Development Control Committee Membership

- 3.4 The Working Group noted that the Local Planning Protocol and Code of Conduct (which is Appendix 13 to the Constitution) states that "...no more than two Members sitting on a committee should be representing any particular ward at any particular time." This includes Members sitting as substitutes and applies to both Plans Sub-Committees and Development Control Committee.
- 3.5 The Working Group recommended that the terms of reference of Development Control Committee be amended to require no more than two members to be from the same ward to reflect the Local Planning Protocol and Code of Conduct.

Public Questions

- 3.6 The Working Group considered concerns that the large number of public questions being submitted had become a serious burden on Members and officers and considered a range of options that would reduce the number of questions received. It was noted that the number of questions per person per meeting had already been reduced from three to two in recent years, but also that across London 18 boroughs only allowed one question per person.
- 3.7 The Working Group recommends that the following changes be made to the Council Procedure Rules around public questions –
- (a) The number of public questions allowed per person be reduced to one per meeting.

(b) The following change be made to clarify the process for late questions on specific reports on an agenda –

“Questions for PDS Chairmen or Portfolio Holders which are submitted after the ten-day deadline has passed will only be accepted if they seek clarification of the details of a report to the committee and which could not have been tabled until the report had been published. These must be submitted within two working days of the report being published on the Council website.”

- (c) Questions which require excessive research (over three hours) to answer will not be allowed.
- (d) Questioners must provide a postal address in the borough where they live, work or study.
- (e) Questions will be restricted to 50 words in length.
- (f) Wording should be introduced to allow the responding Members to make a statement replying to multiple questions on the same issue where appropriate.
- (g) The wording of rules about questions to be clarified, especially with regard to oral and written replies.

Questions by Members

3.8 The Working Group has not considered any changes to the rules for Member questions, but the Chairman of the Working Group has proposed some amendments to clarify the restrictions around executive Members and Executive Assistants asking questions. It is also proposed to confirm that questions can be addressed to the chairmen of sub-committees, but that questions concerning working groups should be addressed to the chairman of the committee or sub-committee that has appointed the working group. Officers also suggest that the amended wording for questions submitted by members after the ten working day deadline are brought into line with the wording proposed for questions from the public (as in paragraph 3.7 (b) above.)

Motions at Full Council

- 3.9 The Working Group considered the rules for submission of formal motions and recommended that (i) the time limit for formal motions to be submitted be increased to ten working days, in line with questions, so that motions can appear in the “blue book” full Council meeting agenda, and (ii) amendments to formal motions shall be submitted in writing two days before the full Council meeting.
- 3.10 The Working Group also considered the rules of debate and agreed that changes should be made to allow for one debate on each report or motion, covering the original motion and any amendments. This approach was used at the full Council meeting on 27th February with some success. At present, once an amendment is moved and seconded, there is a debate on the amendment and then a vote before the meeting moves back to the original motion or the substantive motion, as amended. This process can be repeated several times as all amendments are dealt with. This can be difficult to follow and take up considerable time. The new proposals will mean that as soon as a motion is moved and seconded any amendments are also moved and seconded before the item is made open for debate. There can then be one combined debate, covering the original motion and all the amendments, before votes are taken consecutively on the amendments and the original or substantive motion at the end of the debate. Debates will therefore be streamlined and clearer, with less opportunity for repetition.

- 3.11 Under current rules, all Members can speak on each amendment, effectively on each phase of debate, and the mover of the original motion has the right of reply at the end of debate on each amendment, as well as on the original or substantive motion. Under the new proposals only the mover of the original motion can speak twice - at the end of the overall debate, before the final vote is taken. One additional change proposed by the Chairman of the Working Group is for there to be an additional right of reply for the mover of the original motion or the mover of the substantive motion, if an amendment has been carried, to have an additional right of reply after voting on the amendments has been completed, but before the final vote. This is included in the proposed amendments in Appendix A.

Call-in

- 3.12 Call-in provides a mechanism for councillors to intervene when they feel that a decision being made by the executive needs to be revisited (or possibly changed). It provides a check and balance in the leader/executive system of governance – a long-stop that, in theory, prevents the overweening exercise of power by the Executive. Government Guidance suggests that it should, however, be regarded as a measure that is only needed in exceptional circumstances.
- 3.13 The requirement to have a call-in mechanism derives from the Local Government Act 2000 and the Guidance issued shortly afterwards. The Guidance only requires key decisions to be subject to call-in, although Bromley, like many authorities, currently allows all decisions made by executive Members to be called in. Call-in is rarely used in Bromley, partly because the pre-decision scrutiny approach (which was not anticipated in the Guidelines) enables scrutiny of executive decisions to take place before decisions are taken, which is not always the case at other authorities.
- 3.14 The Working Group considered that call-in its current form is unnecessary and leads to duplication, repeating debates that have already been held. The Working Group therefore proposes that call-ins should not be allowed where a PDS Committee has already considered the issue and the decision is substantially the same as already supported by the PDS Committee, and that call-in should be restricted to key decisions. No changes are proposed to the number of Members needed to make a call-in (five) or the time allowed for call-ins to be made (five working days from the publication of the decision.) It was also agreed that proposed decisions are only scrutinised at one PDS meeting, unless there is a substantial change in the proposals.

Petition Scheme

- 3.15 The Working Group considered the operation of the Council's Petition Scheme and suggested one major change – that online petitions will only be accepted if they are submitted via the Council's own on-line petition facility. This has not been used for over ten years but can be re-activated. Petitions created on any of the range of public online petition sites will not be accepted. It is not proposed to change any of the thresholds for public speaking at PDS or full Council meetings in support of petitions, but the opportunity has been taken to improve the wording in the Scheme, and remove duplicate wording.

Gender Neutral Language

- 3.16 The Working Group agreed that gender-neutral language should be used in the Constitution. This will include using the formulation "he/she" and the term "chairperson" (rather than chairman or chair) although Members noted that individual Members could request how they were addressed when chairing a meeting. This issue will be taken up in the review of the overall structure of the Constitution referred to in 3.2 above.

Full Council Budget Meeting

- 3.17 One additional matter that was not considered by the Working Group, but which has been discussed informally by some Members, is to introduce a full Council meeting devoted just to the annual setting of the budget and Council Tax, and closely related issues. Such a meeting could be devoted to this one purpose, without the distraction of general questions, motions, statements and reports on other issues. This approach is taken by many other authorities and has some informal cross party support.
- 3.18 Some Members did consider that this special meeting should be an additional meeting in the timetable so that Members are not deprived of one of their five opportunities each year to ask questions and submit motions. If supported by Members, officers can look at the 2023/24 programme of meetings to find a suitable alternative date for the ordinary meeting normally held at the end of February. This would probably need to be on 12th February or 11th March 2024.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children/Policy/Finance/Personnel/Legal/Procurement/Property/Carbon Reduction/Customers/Ward Councillors
Background Documents: (Access via Contact Officer)	Notes from Constitution Working Group meetings (Not for publication – information relating to the business or financial affairs of any particular person (including the authority)).

Appendix A

Constitution Working Group – Detailed wording Changes

Part 3 – Responsibility for Functions

- 2.08 **Development Control Committee** (Membership proportional – to include no more than two members from the same ward, but may include one Member of the Executive from each recognised party group, subject to Executive Members not being in a majority)
- 2.09 **Plans Sub-Committees** (Membership proportional – to include no more than two members from the same ward, but may include one Member of the Executive from each recognised party group, subject to Executive Members not being in a majority)

Part 4 – Rules of Procedure

Council Procedure Rules

3. SPECIAL MEETINGS

3.4 Questions

There will not be a general public question time at special meetings of the Council, except in exceptional circumstances agreed in advance by the Mayor, but questions relating to specific reports on the agenda may be submitted before 5pm on the second working day after the final day on which the agenda may be published. According to the rules set out in section 9.3.

- 3.5 A special meeting shall be held in February or March each year to consider the Council's budget and Council Tax and related issues.

Formatted: Indent: Hanging: 1.27 cm

9. QUESTIONS FROM THE PUBLIC

9.1 General

Members of the public may ask up to two – one questions for either oral or written reply at each meeting of Members of the Executive or any Committee Chairman at ordinary meetings of the Council and a maximum period of 30 minutes will be allowed for such questions. This is sSubject to the discretion of the Mayor to refer the question to another Council body if the Mayor considers it a more appropriate body to respond to the question.

9.2 Order of questions

Questions will be asked in the order notice of them was received ~~_, with all first questions heard first, then all second questions.~~ The Mayor may group together similar questions or vary the order as he or she sees fit. Where there are several questions on the same issue, the responding Member may make a general statement answering these questions together.

9.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the proper officer no later than 5pm, ten working days before the meeting. Each questioner ~~er~~ must give ~~their the~~ name and ~~an~~ address in the borough where they live, work or study of the questioner and must name the Member of the Council to whom it is to be put.

~~Questions relating to specific reports on the agenda may be submitted before 5pm on the second working day after the final day on which the agenda may be published.~~

Questions which are submitted after the ten-day deadline has passed will only be accepted if they seek clarification of the details of a report to the meeting and the question could not have been tabled until the report had been published. These questions must be submitted within two working days of the report being published on the Council website.

9.4 Scope of questions

The proper officer may reject a question if it:

- is not about a matter for which the Local Authority has a responsibility or which affects the borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- ~~requires the disclosure of confidential or exempt information.~~
- requires excessive research – more than three hours.
- Exceeds fifty words in length.

9.5 Record of questions

The proper officer will record each question and will immediately send a copy of the question to the Member to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all Members and will be made available to the public attending the meeting.

9.6 Asking the question at the meeting

The Mayor will invite the Member named in the notice to answer the question. If a questioner who has submitted a ~~written~~ question for oral reply is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may

ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

9.7 **Supplementary questions**

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Mayor may reject a supplementary question on any of the grounds in Rule 9.4 above.

After a reply to a supplementary question has been given, the Mayor may, having regard to the time available and other matters on the agenda, allow further supplementary questions to be asked by Members (this will usually be no more than one per Member.)

9.8 **Written answers**

Any question for oral reply which cannot be dealt with during the 30 minute period of public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer.

9.9 **Reference of question to the Executive or a Committee**

Unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Executive or the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

10. **QUESTIONS BY MEMBERS**

10.2 **Questions on notice at full Council**

Subject to Rule 9.4, a Member of the Council may ask:

- the Mayor
- a Member of the Executive
- the Leader or
- the Chairman of any Committee, Sub-Committee or Policy Development and Scrutiny Committee

a question on any matter in relation to which the Council has powers or duties or which affects the area of the Council

General

- 10.2.4 Questions will be asked in the order notice of them was received, with all first questions heard first, then all second questions. The Mayor may group together similar questions or vary the order as he or she sees fit. Where there are several questions on the same issue, the responding Member may make a general statement answering these questions together.

Formatted: Indent: Left: 0 cm, Hanging: 1.27 cm

10.2.5 Members of the Executive may not submit questions on notice ~~at full Council on executive functions, except where the matter is a non-executive function.~~

Formatted: Font: (Default) Arial

Formatted: Normal (Web), Right: 0.01 cm, Tab stops:
Not at 2 cm + 2.5 cm + 3 cm + 4 cm

10.2.6 Executive Assistants may not submit questions to the Portfolio Holder that they assist, ~~nor can they ask questions of the PDS Chairman of the Committee that scrutinises that portfolio.~~

10.2.7 ~~Questions to the Chairmen of working groups set up by Committees or Sub-Committees shall be addressed to the Chairman of the appointing Committee or Sub-Committee.~~

11. MOTIONS WITH NOTICE

11.1 Notice

Except for motions which can be moved without notice under Rule 12, written notice of every motion, signed by the Member or Members giving the notice, must be delivered to the Director of Corporate Services and Governance at least ~~ten~~ days before the date of the meeting unless

(a) it is urgent, or

(b) it may be moved without notice.

11.2 Motion set out in agenda

The Director of Corporate Services and Governance ~~will, will date and record each motion received in a book, open to inspection by Members, in the order in which they are received. Maintaining the order of receipt, publish~~ each motion ~~will be set out~~ in the agenda for the following Council meeting.

11.3 Scope

Every motion shall be relevant to a matter in which the Council has powers or duties or which affects the Borough. The Mayor shall, if a need arises, give a ruling on the relevance of motions.

11.4 Motions withdrawn or not withdrawn

A motion may be withdrawn by the mover. If a motion is not moved at the Council meeting by the person giving notice or by some other Members on the mover's behalf it shall, unless postponed by consent of the Council, be treated as withdrawn.

11.5 Automatic reference to the Executive, an Executive Member or a Committee

If the subject matter of a motion comes within the Terms of Reference of the Executive, an Executive Member or a Committee, it shall, after being moved and seconded, be referred without debate for consideration and report unless previously resolved.

11.6 Discretion of Mayor

A motion may be dealt with at the meeting at which it is brought forward if the Mayor considers it convenient and conducive to the despatch of business. A motion will be rejected if the Mayor considers it to be defamatory, frivolous or offensive.

13. RULES OF DEBATE

13.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded, and until any amendments have been moved and seconded.

13.2 Right to require motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

13.3 Secunder's speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

13.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Mayor.

13.5 When a Member may speak again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- ~~(a) — to speak once on an amendment moved by another Member;~~
- ~~(b) — to move a further amendment if the motion has been amended since he/she last spoke;~~
- ~~(c) — if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);~~
- (ad) in exercise of a right of reply;
- (be) on a point of order; and
- (cf) by way of personal explanation.

13.6 Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words

as long as the effect of (ii) to (iv) is not to negate the motion.

~~(b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.~~

~~(c) If an amendment is not carried, other amendments to the original motion may be moved.~~

(b) Amendments to formal motions should be submitted in writing two days before the start of the meeting.

~~(dc)~~ - If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

~~(e) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.~~

13.7 Alteration of motion

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

13.8 Withdrawal of motion

A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

13.9 Right of reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

~~(b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.~~

(be) The mover of the amendment has no right of reply to the debate ~~on his or her amendment.~~

(c) Following the conclusion of all votes on amendments to the original motion there shall be only one speech allowed, namely the mover of the original motion or, if amended, the mover of the successful amended motion (the new substantive motion), shall have a right of reply before the final vote.

Formatted: Indent: Left: 1.5 cm, Hanging: 1 cm

Part 4 – Policy Development and Scrutiny Procedure Rules

15. Call-in

- (a) When a key decision is made by
- (1) the Executive
 - (2) an individual member of the Executive or
 - (3) a Committee of the Executive, or
 - (4) ~~a key decision is made by~~ an officer with delegated authority from the Executive

the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 days of being made. ~~Chairmen of all Policy Development and Scrutiny Committees~~ All Members will be sent copies of the records of all such decisions within the same timescale, by the Proper Officer.

(b) That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days this being the first call-in period after the publication of the decision.

(c) During that period, the Proper Officer shall make arrangements to call-in a decision for scrutiny by the relevant Policy Development and Scrutiny Committee if so requested with reasons by any five Members of the Council and shall then notify the decision-taker of the call-in.

(d) Call-in will not be allowed where a decision has already been scrutinised and the decision is substantially the same as that supported by the relevant Policy Development and Scrutiny Committee

(e) A Policy Development and Scrutiny Committee will meet within a time period agreeable to all parties to the call-in. This ~~should~~must be within ten working days (including the day of the call-in and the day of the meeting) unless the parties agree to extend the date or take the issue to the next ordinary

meeting of the Policy Development and Scrutiny-Committee, if this is later. In cases where there is not unanimity on the date of the Committee to consider the call-in, the Chairman of the main Policy Development and Scrutiny Committee to decide.

- (d) Having considered the decision, the Policy Development and Scrutiny Committee may refer it back to the full Executive, with its reasons. The Executive shall then reconsider. A decision which has been referred back to the Executive following a call-in must be considered within 20 working days of the call-in meeting, or it will fall.
- (e) The Policy Development and Scrutiny Committee will not exercise its right to refer decisions to the full Council except in exceptional circumstances such as, for example, an alleged intention by the Executive to act contrary to law or the policy and budget framework.
- (f) If following a "called-in" decision, a Policy Development and Scrutiny Committee does not meet or does meet but does not refer the matter back to the full Executive, the decision shall take effect on the date of the Policy Development and Scrutiny Committee meeting, or the expiry of that further 5 working day period, whichever is the earlier.
- ~~(g) Key decisions by Chief Officers are subject to call in and referral back to the Executive.~~
- ~~(hg)~~ Where Executive decisions have been submitted for pre-decision scrutiny at full Council there will not be a right of call-in, provided that the Executive decision accords with the views of Council.
- ~~(ih)~~ A Member who is a party to the call-in shall not chair the PDS meeting considering the call-in.

16. Call-in and Urgency

- (a) The call-in procedure set out above shall not apply where the Executive decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, along with reasons why, and therefore not subject to call-in.
- (b) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

21 Portfolio Holder Attendance at PDS Committees and Pre-decision Scrutiny

A key function of policy development and scrutiny is to hold the Executive and Portfolio Holders to account and to undertake pre-decision scrutiny of prospective executive portfolio decisions. PDS Committees, in their work programmes, shall allocate a slot for Portfolio Holders to attend to answer questions from the public and Members and to give a general account for their Portfolios. PDS Committees shall

also undertake pre-decision scrutiny of prospective ~~executive~~~~Portfolio~~ decisions which are brought to their attention. Prospective executive decisions shall only be scrutinised at one PDS Scrutiny committee meeting unless there is a substantial change in the proposals.

Where an executive ~~Portfolio~~ decision cannot be considered by a service PDS Committee, the Executive & Resources PDS Committee can fulfil the pre-decision scrutiny function.

It is important to remember that PDS Committees cannot make decisions and are fulfilling the important role of challenge to the Portfolio Holder.

London Borough of Bromley

Petition Scheme

Who can submit a petition? ~~or e-petition?~~

The Council welcomes petitions and a petition can be submitted by any person of any age who lives, works or studies in the borough of Bromley. All petitions will be acknowledged within five working days.

What information should my petition contain?

Your petition will need to include:

- A title;
- A short, clear statement explicitly setting out what action you would like the Council to do (or not do).
- Any supporting information which you feel is relevant to the petition and reasons why you consider the action requested to be necessary;
- Where appropriate, a clear choice of options for signatories to choose from, i.e. will you simply be asking people to 'agree' with the petition or will you give them the option to 'agree' or 'disagree'?
- Petitions should include space for signatories to complete the required information, including a postal address in the borough.

What formats are acceptable?

Formatted: Font: Bold

The Council will accept petitions in paper format that have been physically signed. Each sheet should clearly state what the petition is about and include space for people to provide their name, address and signature.

The Council will accept e-petitions only where they are submitted using the Council's own e-petition facilities on the Council website, or where a full print-out including names and addresses is submitted.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Who can sign a petition ~~or e-petition?~~

A petition can be signed by a person of any age who lives, works or studies in Bromley. All petitioners should provide as appropriate their home, work or education establishment address. ~~Anyone signing an e-petition should also include a valid email address, for verification purposes.~~ You can only sign a petition once; the list of signatories will be checked by officers and any duplicate signatures or obviously frivolous responses will be ~~discounted~~ removed.

What issues can my petition ~~or e-petition~~ relate to?

Your petition ~~or e-petition~~ should be relevant to some issue on which the Council has powers or duties or ~~which affects the borough, on which it has shared delivery responsibilities through the Local Area Agreement or other partnership arrangement.~~ It should also be submitted in good faith and be decent, honest and respectful. Your petition may be **rejected** if it:

- Contains intemperate, inflammatory, abusive or provocative language.
- Is defamatory, frivolous, vexatious, discriminatory or otherwise offensive; or contains false statements.
- Is too similar to another petition submitted within the past six months.
- Discloses confidential or exempt information, including information protected by a court order or government department.
- Discloses material which is otherwise commercially sensitive.
- Names individuals, or provides information where they may be easily identified, e.g. individual officers of public bodies provided that this exemption will not apply to executive councillors, committee chairmen, the head of paid service or any statutory or non-statutory chief officer.
- Makes criminal accusations.
- Contains advertising statements.
- Refers to an issue which is currently the subject of a formal Council complaint, Local Ombudsman complaint or any legal proceedings.
- Relates to the ~~Council's~~ planning or licensing ~~functions-applications~~ as there are separate statutory processes in place for dealing with these matters.

During politically sensitive periods, such as prior to an election, politically controversial material may need to be restricted.

If your petition relates to an issue which is beyond the powers of the Council to address, it may be more appropriate to start an e-petition on the Number 10 Downing Street website. Advice on the admissibility of petitions and e-petitions can be obtained from Democratic Services (contact details below).

Privacy policy

The details you give us are needed to validate your support but will not be Published. ~~on the website. This is the same information required for a paper petition or an e-petition.~~ The Council may contact you in relation to any petitions you have signed, unless you have requested not to be contacted when signing the petition ~~or e-petition.~~ The Director of Corporate Services and Governance will maintain a register of all petitions submitted

~~What information should my petition or e-petition contain?~~

~~Your petition or e-petition will need to include:~~

- ~~• A title;~~
- ~~1. A statement explicitly setting out what action you would like the Council to do or not do. If you wish a Councillor or a senior officer to give account for a matter before a Policy Development and Scrutiny Committee then you must identify that individual and give reasons why they need to;~~
- ~~• Any information which you feel is relevant to the petition/e-petition and reasons why you consider the action requested to be necessary;~~
- ~~• A clear choice of options for signatories to choose from, i.e. will you simply be asking people to 'agree' with the petition or will you give them the option to 'agree' or 'disagree'?~~
- ~~• Paper petitions should include space for signatories to complete the required information.~~

Formatted: Space After: 0 pt, Line spacing: single, Bulleted + Level: 1 + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm, Tab stops: Not at 1.27 cm

How Many signatures does my petition ~~n~~Need?

To qualify as a valid petition under the Council scheme a paper petition requires a minimum of 25 valid signatures and an e-petition 200 signatures. Signatures must be supported by a verifiable postal address in the borough. In exceptional circumstances, the Council may consider accepting petitions with fewer signatures where there is local issue affecting a small number of residents.

Promoting petitions and e-petitions

~~The Council will not host e-petitions on its website. It is, therefore, down to the lead petitioner to spread the word about their e-petition in order to get as many people as possible to sign up. If this is not done then your e-petition could receive no signatures. Raising awareness of it could be done in a number of ways such as promoting it on local community websites, discussion forums or newsletters. The Council will not promote or advertise paper petitions or allow copies to be left for signature on its premises although your Ward Councillor may be prepared to assist you or promote your petition.~~

What will happen to a Petition ~~or e-Petition~~ once it is submitted?

Once a petition ~~or e-petition~~ has been submitted it will be referred to an appropriate Council officer for consideration. A Councillor (this will normally be the relevant Portfolio Holder, but in some cases it will be the appropriate committee chairman) will be identified to oversee the Council's response. This might include taking the action requested in the petition, or explaining why the action will not be taken. Other possible responses might be to refer the matter to a Policy Development and Scrutiny Committee or to the full Council, to commission research or public consultation, to hold a public meeting or to request an investigation. A response will normally be sent to you within 10 working days ~~and will be posted on the Council's website.~~

What if I am dissatisfied with the Council's Response?

Formatted: Font: Bold

If you are dissatisfied with the Council's response you may ask that the matter is re-considered ~~if your petition has sufficient signatures by a relevant Policy and Development & Scrutiny Committee.~~

If your petition has more than 250 valid signatures (2,000 for an e-petition) you, or a person you nominate, ~~can will be invited to~~ address the next available Policy Development and Scrutiny (PDS) committee for up to 5 minutes.

~~If your petition has more than 500 signatures (4,000 for an e-petition) you may instead ask that the petition is referred to full Council for consideration and you or your nominee can address the Council up to for 5 minutes. If your petition is to require a Councillor or a senior officer of the Council (except in exceptional circumstances, this will be an officer at Assistant Chief Officer level or above) to give evidence in public before a Policy Development and Scrutiny Committee this will require a petition of 500 signatures (2,000 for an e-petition.)~~

After considering your petition the PDS Committee or Council can refer it to the Executive, a relevant Portfolio Holder or a Chief Officer with recommendations for action. ~~At the next scheduled meeting of the Committee or Council there will be a report back either advising that the recommendation has been complied with or giving reasons why it has not been possible to do so. The Director of Corporate Services will maintain a register of all petitions submitted, and will report annually to Council on petitions received, actions taken to address petitions or reasons why it has not been possible to do so.~~

What can petitions ~~and e-petitions~~ achieve?

When you submit a petition ~~or an e-petition~~ to the Council it can have positive outcomes that lead to change and inform debate. It can bring an issue to the

attention of the Council and show strong public approval or disapproval for something which the Council is doing, and local Councillors will always be informed about petitions which affect their Wards. As a consequence, the Council may decide to, for example, change or review a policy, hold a public meeting or run a public consultation to gather more views on the issue.

Contact Details

For more information and advice, ~~or~~ to discuss a potential petition or to submit your petition, or e-petition, please contact Democratic Services -

Democratic Services Team

London Borough of Bromley

Civic Centre

Stockwell Close

Bromley

BR1 3UH

Tel. 020 8461 7743

e-mail: ~~committee-services~~@bromley.gov.uk

Field Code Changed

Report No.
CSD23037

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **GENERAL PURPOSES AND LICENSING COMMITTEE**

Date: **Thursday 30 March 2023**

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

Title: **REPORTS FROM EXECUTIVE ASSISTANTS**

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

Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: All

1. Reason for decision/report and options

- 1.1 As part of this Committee's decisions in relation to the Members' Allowances Scheme 2008/09, it was agreed that this Committee should receive an annual report from each of the Executive Assistants outlining the work they have undertaken over the past year in justification of the receipt of their allowance (currently £3,746pa in 2022/23). This decision was reaffirmed by the Committee at subsequent meetings, and is referred to in the "Guidance Note: Executive Assistants" at Appendix 7 to the Council's Constitution. Appendix A to this report includes reports from the two current Executive Assistants -

Adult Care & Health - Cllr Mike Botting
Sustainability, Green Services and Open Spaces – Cllr Thomas Turrell

2. **RECOMMENDATION**

That reports from Executive Assistants summarising their work during 2022/23 be noted

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable

Transformation Policy

1. Policy Status: Existing Policy:
2. Making Bromley Even Better Priority (delete as appropriate):
(5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.

Financial

1. Cost of proposal: Estimated Cost: £18,730
2. Ongoing costs: Recurring Cost: 2022/23 budget is £18,730
3. Budget head/performance centre: Democratic Representation
4. Total current budget for this head: £1,137k
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 report does not involve an executive decision

Procurement

1. Summary of Procurement Implications: Not Applicable

Property

1. Summary of Property Implications: Not Applicable

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable

Customer Impact

1. Estimated number of users or customers (current and projected): The Members Allowances Scheme allows for up to five Executive Assistants to be appointed.

Impact on the Local Economy:

1. Summary of local economy implications: Not Applicable

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Not Applicable

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

Non-Applicable Headings:	Impact on Vulnerable Adults and Children, Policy, Financial, Personnel, Legal, Procurement, Property, Carbon Reduction/Local Economy/Health and Wellbeing/ Customers/Ward Councillors
Background Documents: (Access via Contact Officer)	Previous reports to GP&L Committee

Cllr. Mike Botting
Executive Assistant to the Adult Care & Health Portfolio Holder

I have now been in post in the role of Executive Assistant for the Portfolio Holder for Adult Care and Health Services since May 2021. I maintain regular contact with the Portfolio holder discussing several times a week matters within the portfolio that require action or clarification. I meet officers both virtually and in person as necessary to discuss matters appertaining to my specific areas of responsibility or the portfolio in general. I still maintain a specific remit to concentrate on Care Home monitoring, liaison with Health Watch Bromley, Complaints management and the Learning Disability Partnership board. I have during the past year taken over the post of Loneliness Champion for the borough which has provided a challenging but extremely interesting area of responsibility.

I regularly attend the bi-weekly Portfolio Holders Briefing and update meetings with the Director of Adult Care Services and other senior officers where all topics relating to the business of the portfolio and the wider matters relating to the integration with health partners are discussed.

I meet with the Safeguarding, Practice and Quality improvement team leader to discuss the monitoring of care homes. As a result, the method of recording the monitoring visits themselves has changed to make the report more simplistic, removing some of the more technical analytical data. I have only been able to visit two care homes during this reporting period with the LBB monitoring officer for inspections. These visits have better equipped me to understand the process for what happens as a result of the inspection, how it is recorded and what subsequently occurs.

In addition, I attend the care home forum which better equips me to understand the problems encountered by the care home staff, their solutions to the issues whilst everyone present has the opportunity to learn from others.

I have been able to accompany a Healthwatch inspection team and participate in the inspection of a care home which was an interesting experience as the inspection concentrated more on the experience of the staff. This particular inspection highlighted the dedication and on occasions sacrifice that the staff make for the care of their residents.

I maintain contact with the Bromley Healthwatch Coordinator, commenting on reports and offering advice. I hope to accompany the Healthwatch Team on another Care Home 'Enter and View' visit in the near future.

As the joint Chairman of the Learning Disability (LD) Board where all matters appertaining to improving services for users with LD are openly discussed, I get the opportunity to engage with partners, schools, people with learning disabilities and their carers. This remains a really rewarding board to Co-Chair with presentations and discussions on a multitude of issues. My challenge during the last year was to get the Board back to an in person meeting which we actually achieved. This board was very received and appreciated by the attendees, however despite my attempts to maintain in person meetings as a result of advice from public health colleagues the last board took place on line. My ambition this year is to get these meetings back to face to face events which I believe are really appreciated by attendees.

I retain responsibility for the monitoring of complaints within the portfolio. I scrutinise the weekly lists of any current or outstanding complaints including those relating to financial issues. Any that concern me are discussed with the portfolio holder and on occasions the director. My intervention on several complaints has resulted in a speedier resolution. It is imperative that any complaints are not only dealt with within the timescales set out in the Corporate Complaints Policy but are also dealt with

appropriately including any those which are referred to the Local Government Ombudsman which fortunately are very few.

I have retained the post of LBB Armed Forces Champion and am working towards identifying our veterans through signposting of suitable services in an attempt to ensure that they receive appropriate assistance in respect of health and care issues ensuring that they are aware of and benefitting from the council's loneliness strategy. The first tranche of information released recently as a result of the 2021 Census has provided us with better data in respect of veterans but we still have a long way to go. The Borough's commitment to the Armed Forces Covenant will hopefully be reaffirmed later this year with high level officer meetings taking place shortly.

I have also taken over as the Loneliness champion and am very excited by the progress that LBB are making in many areas. Our appointment of a member of staff to lead on this strategy has resulted in a very fast development of the aims of the strategy being innovative in new areas, being a trailblazer and a place that others come to seek advice. I maintain regular contact with my loneliness officer discussing matters as they occur and having an in person meeting once a month. As stated above there will in time be opportunities to integrate my two roles of Armed Forces Champion and Loneliness Champion for the mutual benefit of both groups.

Councillor Thomas Turrell
Executive Assistant to the Sustainability, Green Services and Open Spaces Portfolio Holder

Summary:

Since taking on the Assistant role in May 2022 I have focused on three projects, with the main one being the repairs to Kelsey Park Bridge. I also support Councillor Cuthbert through a number of ad-hoc responsibilities, such as noting actions for the Portfolio Holder at Council and PDS meetings, action enquiries raised by members at meetings, creating videos with the Portfolio Holder on items such as the tree-watering during the heat wave, the jubilee parks fund application opening and the works at Churchfield Waste and Recycling centre. I also regularly meet with the Portfolio Holder and with Officers in the department.

Summary of Projects:

- Kelsey Park Bridge Repairs
- Fix My Street Improvements
- Snow Friends Champion

Project Details

Kelsey Park Bridge Repairs: This project has been my priority in the role. I meet monthly with Officers to discuss progress. I have also met with members of the Friends of the Park Committee, organised meetings with the Friends and Officers, and attended the Friends of the Park AGM to take questions and provide an update. I am in regular contact with Officers about improving communications about the project and have arranged several briefing sessions with the Ward Councillors.

Fix My Street: I have been tasked with seeking improvements and identifying ways in which the user experience can be enhanced for Fix My Street. I met regularly with the responsible Officers where we are putting together a pipeline of improvements which I hope to be able to share with Councillors shortly. I have also met with the Liberal Democrat Group to hear their feedback on the service and am happy to do the same with all groups on the Council.

Snow Friends Champion: as part of the Executive Assistant role I am also the Council's Snow Friends Champion. In January we held a conference for the Snow Friend Co-ordinators to thank them for their work and share updates on the scheme. I have since met with the lead Officer on the scheme to discuss some of the challenges around re-registration and discuss a recruitment project ahead of the next season.

This page is left intentionally blank

Report No.
CSD23038

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **GENERAL PURPOSES AND LICENSING COMMITTEE**

Date: **Thursday 30 March 2023**

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

Title: **WORK PROGRAMME AND MATTERS OUTSTANDING**

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

Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: All

1. Reason for decision/report and options

- 1.1 This report summarises the Committee's work programme for the 2022/23 Council year, and looks ahead to meetings in 2023/24. This report also covers matters outstanding from previous meetings.

2. **RECOMMENDATION**

Members are requested to consider and note their work programme for 2022/23 and 2023/24 (Appendix B) and matters outstanding.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
-

Transformation Policy

1. Policy Status: Existing Policy:
 2. Making Bromley Even Better Priority:
(5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

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: £366k
 5. Source of funding: Revenue Budget
-

Personnel

1. Number of staff (*current and additional*): 6
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: None
 2. Call-in: Not Applicable: No executive decision is required.
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Property

1. Summary of Property Implications: Not Applicable
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
-

Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
-

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Not Applicable
-

Customer Impact

1. Estimated number of users or customers (*current and projected*): Not Applicable
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
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, the Executive and Portfolio Holders. 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, Pensions Committee, Audit and Risk Management Committee, Standards Committee and this Committee for any 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 between ten and fifteen councillors), 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 other non-executive Committees. It therefore has a range of varied and sometimes unrelated responsibilities, including human resources, complaints, elections and appointments. The Committee’s Terms of Reference as set out in the Constitution are set out at Appendix A.
- 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
 - Industrial Relations Sub-Committee
 - Licensing Sub-Committee
 - Local Joint Consultative Committee
 - Rights of Way Sub-Committee

These sub-committees have decision-making powers within their own terms of reference, and in some cases only meet when issues arise that require a decision from Members.

- 3.4 The Committee has six scheduled meetings each year, plus a special meeting after the Council’s annual meeting to appoint its Sub-Committees. The meetings for the 2022/23 Council year are set out in Appendix B, along with the dates agreed for 2023/24 with the reports anticipated for each meeting.
- 3.5 At the Committee’s last meeting appointments to two “outside bodies” were deferred, until the new Council year if necessary. These were for Nash College and for two appointments to the Beckenham Parochial Charities – any updates will be reported at the meeting. There are no other matters outstanding to report.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children/Policy/Finance/Personnel/Legal/Procurement/Property/Carbon Reduction/Local economy/Health & Wellbeing/Customers/Ward Councillors
Background Documents: (Access via Contact Officer)	Previous Work Programme Report – to meeting on 16/2/23

**General Purposes and Licensing Committee
Terms of Reference**

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

General Purposes and Licensing Committee
Work Programme 2022/23

18th May 2022 *(following annual Council meeting)*

Appointment of Sub-Committees

26th May 2022

Appointments to Outside Bodies

Work Programme & Matters Outstanding

6th July 2022

Appointment of Honorary Aldermen

Minor Changes to the Constitution

Constitution Working Group

Work Programme & Matters Outstanding

(+ Licensing Training session after the meeting)

(22nd September 2022 – Meeting cancelled)

3rd November 2022

Review of Local Elections 2022

Teachers Pay Policy 2022/23 - Centrally Based Staff

Live Streaming of Meetings

Work Programme & Matters Outstanding

16th February 2023

Annual Complaints Report and Annual Ombudsman's Letter 2021/22

Pay Award 2023

Pay Policy Statement 2023/24

Members Allowances Scheme 2023/24

Programme of Meetings 2023/24

Appointment of Honorary Aldermen

Outside Body Appointments

Work Programme & Matters Outstanding

30th March 2023

Constitution Working Group

Executive Assistants Reports 2022/23

Work Programme & Matters Outstanding

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

General Purposes and Licensing Committee
Work Programme 2023/24

10th May 2023 *(following the annual Council meeting)*

Appointment of Sub-Committees

23rd May 2023

Appointments to Outside Bodies

Work Programme & Matters Outstanding

11th July 2023

Work Programme & Matters Outstanding

21st September 2023

Work Programme & Matters Outstanding

8th November 2023

Teachers Pay Policy 2022/23 - Centrally Based Staff

Annual Complaints Report and Annual Ombudsman's Letter 2021/22

Live Streaming of Meetings

Work Programme & Matters Outstanding

6th February 2024

Pay Award 2024

Pay Policy Statement 2024/25

Members Allowances Scheme 2024/25

Programme of Meetings 2024/25

Work Programme & Matters Outstanding

10th April 2024

Executive Assistants Reports 2023/24

Work Programme & Matters Outstanding

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

LOCAL JOINT CONSULTATIVE COMMITTEE

Minutes of the meeting held at 7.30 pm on 7 December 2022

Present:

Employer's Side

Councillor Michael Tickner (Chairman)
Councillor David Cartwright QFSM
Councillor Simon Fawthrop
Councillor Andrew Lee
Councillor Colin Smith
Councillor Pauline Tunnicliffe
Councillor Rebecca Wiffen

Staff Side and Departmental Representatives

Gill Slater (Vice-Chairman)
Thomas Carver, (ECHS-Children's Social Care)

22 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Sara Wright, Cllr Thomas Turrell and Cllr Jessica Arnold. Cllr Pauline Tunnicliffe attended virtually.

23 DECLARATIONS OF INTEREST

Councillor Simon Fawthrop declared an interest in that his wife worked for the authority and that he was a deferred member of the pension scheme.

24 MINUTES FROM THE PREVIOUS MEETING OF LOCAL JOINT CONSULTATIVE COMMITTEE HELD ON 12th OCTOBER 2022

The minutes of the meeting that was held on 12th October 2022 were agreed and signed as a correct record.

25 MATTERS OUTSTANDING

CSD21148

The Chairman asked the Director of HR if there had been any progress with negotiations with HMRC concerning the 45p per mile mileage allowance for staff. The Director responded and said that the Council were minded to increase the rate. However, it was the case that any difference would be taxable for the individual and for the employer which may mean that it would not be viable. Bromley Council, along with other councils, had made representations to HMRC and a response was awaited. The Director of HR agreed to update the Committee when a response from HMRC had been received.

The Chairman asked if there had been any follow up concerning the seminar that had been promised to provide advice for staff in financial difficulties. The Assistant Director for HR answered and explained that the Council was still endeavouring to source the correct provider. While this process was ongoing, the Council would be providing a pensions seminar where questions could be asked and 400 staff had indicated an interest in joining the seminar.

Thomas Carver said that the financial advice, (although welcome at any-time) would have been very useful to have been provided before Christmas. The Assistant Director for HR responded and said that the Council were sourcing a number of information items, webinars and fact sheets. The fact sheets would be disseminated the following week.

RESOLVED that the Matters Outstanding report be noted and that the Director of HR update the LJCC regarding the representations made to HMRC concerning the mileage allowance in due course.

26 PAY AWARD 2022/23

The Staff Side had requested that the matter of the Council's pay award for 2022/23 be discussed.

The Vice Chairman stated that the national position with respect to pay increases had been clarified and implemented. The Staff Side was hoping that the Council would acknowledge that the LBB pay award was insufficient and that it would be improved. They were also seeking for the implementation of the London Living Wage.

It was noted that the Council's pay award which had been implemented in April 2022 had been 2.25%. It was further noted that the recent national award was for £2229.00 to be paid as a flat rate for each employee in outer London. The Vice Chairman said that there had been speculation concerning a possible 1.79% top up to the Council's current level of pay. However, even if this was implemented, it would still be insufficient and may not be back dated.

The Vice Chairman stated that for BR3 grades, a 10.89% pay award would be required to align with the national agreement. She said these members of staff were now £1772.00 per annum worse off than if the national award had been applied. Even if the 1.79% was implemented this year (2022/23), then that would still leave them £1400.00 worse off. The Vice Chairman said that even for BR14 grades, there would still be a shortfall and they were £1000.00 worse off. She continued and said that staff sitting on spinal points 9--14 were below the London Living Wage by up to 89p per hour.

The Vice Chairman said that because Bromley's pay awards were based on percentages rather than flat rates, it benefited those at senior and Director levels far more than the average member of staff. The Vice Chairman requested that LBB address the issue of financial deficit for staff and whilst not wishing to revisit in detail the financial challenges which were raised at the last LJCC regarding the cost of living / energy price crises, she highlighted

that food inflation was now 14.3 percent. She said that these details had been passed on to the Human Resources Department. She requested that this matter be addressed and also in year as staff are currently facing the cost of living crisis. The Vice Chairman said that some members of staff were exiting the pension scheme because they could not afford to remain in.

The Chairman thanked the Vice Chairman for providing the statistical information and said that Bromley Council normally allocated pay rises by percentages as this would maintain differentials for seniority. He said that the Council recognised and acknowledged the current shortfall.

The Leader of the Council asked for it to be made clear that the Council did not recognise the London Living Wage. The Council had no desire for external rules to be imposed upon it, particularly if those rules meant forcing the Council to pay for something it was not able to afford.

The Leader said that there had been a recent meeting with Departmental Representatives regarding the pay settlement and in his view the meeting was a positive one. He said that when the 2.25% award was previously agreed from the 1st of April 2022, it had been fair and reasonable, bearing in mind the financial position and market rates at that time. No one could have predicted the subsequent rise in inflation. He said that in the next budget there would be an adjustment for 2022/23 and that the pay increase for 2023/24 would be implemented at the same time. He was confident that these increases would be approved no later than the Executive meeting in January 2023.

Thomas Carver said that the feedback from staff received by the Departmental Representatives was that they were disappointed with the amount being offered and that there would be no pay award until April 2023. This would not help staff during the difficult winter months. He pointed out that within Children's Social Care, there had been an in-year increase in the budget of £2.3m to cope with increased pressures. Resultantly, staff had found it difficult to accept that an in- year adjustment to the budget with respect to pay was not possible.

The Chairman commented that he hoped staff would be patient until the April pay award which he was confident would be generous and would compensate for the difference between Bromley's last pay award and the delayed national settlement. A Member pointed out that LBB always paid its staff promptly, whereas in other local authorities there was a delay in payment while the pay award was being negotiated.

A Member expressed concern because of comments from the Staff Side saying that members of staff were dropping out of the pension scheme. He wondered if reliable data was available to clarify the current position. The Director of Human Resources said that he had not seen data to indicate staff were opting out of the pension scheme. Thomas Carver responded and said that he personally knew people who had dropped out of the pension scheme. Mr Carver also referenced agency staff and expressed the view that many of

them stayed as locum or agency staff due to financial pressures and so could not afford to pay into the pension scheme;

A Member who also served on the Pensions Committee stated that the Pensions Committee received a report on scheme numbers and as far as he was aware the report had not indicated a drop in the figures. It was suggested that the relevant page from the Pensions Committee report be circulated to Members for information.

The Director of Human Resources said that whilst there were challenges in recruitment and retention of staff, these had nothing to do with the current pay situation. The information that he was aware of indicated that there was no decline in the number of staff participating in the pension scheme. He further commented that agency staff had been employed for many years. Mr Carver responded and said that it was factually incorrect to assume that the current economic climate was not having an impact.

Cllr Fawthrop said that staff should seek help if required and queried whether they could ask for an 'advance payment' from their salaries.

RESOLVED that the update on the Council's Pay Award be noted.

27 UPDATE ON THE ACCOMMODATION STRATEGY

The Head of Corporate Programmes and Projects, together with the Director for Environment and Public Protection attended to update the LJCC regarding the Accommodation Strategy. It was explained that separate meetings had been arranged with the Trade Unions and with the Departmental Representatives with a view to providing advice and engagement. It was clarified that the new site for the location of the Council would be the Direct Line building in Bromley South. The purchase of the new site had to be finalised and then plans for the disposal of the existing site would need to be implemented. This was being dealt with by the Director of Housing, Planning and Regeneration together with the Assistant Director: Property.

It was hoped that the sale of the building would be finalised by the end of January 2023 and that vacant possession could be achieved around June 2023. Work would need to be undertaken to create a new Council Chamber, new meeting rooms and offices. The project would still go through the normal reports and committee scrutiny process. Different workstreams were being developed. The aim of the Council was to develop an agile, flexible workforce and to make better use of technology in an open plan environment. It was felt that the new location would be a good flagship location for the Council and had excellent transport links. It was anticipated that a video-drone would be used to go around the building and relay pictures back to staff. There would be a process of constant engagement and Directors had already met. Retained architects would deal with space planning and desk allocation; the details of which would be finalised in March. There would be different architects and contractors involved in the building work. It was estimated that in total there were 300 different workstreams.

The Director said it was a very exciting project which would provide a flagship building for the authority. The Chairman asked if there was a possibility that the purchase could fall through. The Director replied that he estimated that there was a 70% certainty that matters would progress satisfactorily. Emma Pearce headed the Project Board and was responsible for overseeing the vast programme of work that needed to be done. It was suggested that feedback should be provided to the Departmental Representatives' meetings.

The Vice Chairman expressed some concern as to what would happen to staff who serviced existing sites. A brief discussion took place regarding the satellite sites which would be moving into the new building (Youth Offending Service and services currently based on the 3rd Floor of Central Library and 2nd floor of Walnuts Library).

The Director briefed the LJCC that as there would be space that the Council would not occupy, then there would be scope to develop rental income. The CCG had expressed an interest in renting space and Direct Line would retain the first floor. The Princess Royal University Hospital had expressed an interest in renting space for some of their administrative functions.

It was not clear at this stage what would happen with respect to weddings. It was confirmed that the Council still intended to adopt a process of flexible working. It was mentioned by the Director of HR that an employee could legally apply for flexible working.

Thomas Carver said that the feedback from staff received by the Departmental Representatives was almost unanimously positive, but mentioned that the Civic Centre had fulfilled a key corporate parenting function for 'our children looked after' and care leavers which should be taken into account when planning for the move. Thomas Carver raised the benefits of the recently opened 'Our House'. The Director advised that the intention was that the 'Our House' provision would be relocated into an alternative local option.

RESOLVED that the update on the Accommodation Strategy be noted.

28 PENSIONS/LCIV UPDATE

This item was listed on the agenda as it was agreed at the previous meeting that an update on the LCIV would be discussed at the December meeting of the LJCC.

Members noted a written update from Sarah Wright explaining that the current trade union representative on the LCIV Shareholder Committee was a representative of Unison. She expressed the view that the one member of Unison would have limited influence regarding the decisions of the Shareholder Committee.

A Member expressed the view that the Trade Union representative was not doing enough to express dissatisfaction with the performance of the CIV. The Vice Chairman responded and said it was not appropriate to assume what was and was not being said.

The Chairman asked how much membership of the LCIV was costing the Council and a Member responded and said that it was in the region of £120k per annum.

RESOLVED that the update on the LCIV be noted.

29 RESULTS OF THE STAFF SURVEY

Matthew Hodges (Project and Practice Support Officer: Legal Services) gave a presentation to the Committee regarding the results of the Staff Survey. It was noted that 62.2% of staff had completed the survey. The presentation commenced with an update regarding Demographics, New Starters, Communication and Public Facing Roles. It was noted that 70% of staff were in a role which involved some form of public contact; staff were confident in their engagement with the public but many had encountered hostility. Resultantly, staff felt that they would benefit from de-escalation training and more robust working policies. They felt that the Council should provide clearer information to the public and that there should be more informed communication from Members and managers. Staff also felt that there was a need for safer meeting spaces and better equipment.

The survey showed that staff experience with the BT Helpdesk was positive and that Sharepoint usage was limited. Staff felt that more time was required to attend training sessions.

With respect to Safety, Support and Wellbeing, staff felt generally safe, but 13% reported not receiving the necessary equipment which consisted of mainly alarms and PPE. Staff requested more robust lone working policies and increased security in the Civic Centre. They felt that there should be a greater investment in the office environment. About half the staff surveyed said that they were regularly unable to take breaks. A discussion took place amongst Members and officers as to why staff felt that they were unable to take breaks. It seemed to be the case that there was no one actually preventing staff from taking breaks, but some staff may have felt unable to do so because of pressures from workload. A Member asked how the Staff Survey was conducted and it was reported that it was done through Microsoft Forms.

It was reported that 56% of staff had caring responsibilities, but 12% of those with responsibilities were not able to work flexibly. In terms of Equality, Diversity and Inclusion, the majority of staff felt that they were being fairly treated but over 1/3 had reported that no EDI conversations had taken place within their team meetings. Only 41% of staff knew who their Departmental Representatives were and only 18% knew who their Trade Union representatives were.

Some comparisons with the previous survey were undertaken and the data showed that 62% found it hard to connect with teams remotely in 2021, but this had fallen dramatically to 22% in 2022. In 2021, 56% of people had struggled with mental and physical health but this had improved and was now down to 30%. The number of people who had felt lonely or isolated in 2021 had now also decreased.

A summary was provided of the next steps that would be taken in communicating the results of the survey across the Council. The presentation ended with a summary of recommended actions based on the results of the survey which were as follows:

- Review and raise the profile of staff representatives, EDI Champions, Departmental Representatives and Mental Health First Aiders.
- Make sure that staff are made aware of who the EDI Champion is and what their role is and that they're able to talk to them regarding issues of unfair treatment.
- Repromote the 'It's OK' campaign to help encourage people to talk about mental health issues.
- Reintroduce the 'Telephone Lottery'.
- Greater promotion of the expected public contact standards/protocols both to the public and staff--on site and online.
- Continue to share the Flexible Working Policy to managers with a dedicated Managers' Briefing
- Ensure that 'Equality' is on the agenda at individual and departmental meetings, starting with COE and CLT
- Promotion of Departmental Representatives by the new corporate graduates
- Ensure that the cleanliness and hygienic resources at the Civic Centre remain at good levels and that disrepair is addressed to help the site feel welcoming.

Mr Carver said that actions to raise the profile of Departmental Representatives were already underway and progressing positively.

A discussion took place regarding the nature and frequency of staff surveys. The Director of HR expressed the view that staff surveys should be bi-annually and should be thematic. The Chairman felt that short surveys were more popular and the Assistant Director for HR said that it was important to allow plenty of time for a response. A Member commented that 'tick box'

questions should be avoided and that there should be space for comments. The Project and Practice Support Officer pointed out that if the survey used spaces for additional comments the downside of this was that it made analysis more difficult.

RESOLVED that the Results of the Staff Survey be noted.

30 LOCAL GOVERNMENT FINANCE SETTLEMENT

Members noted that the Local Government Finance Settlement had not been finalised.

31 MEETING START TIMES

A discussion took place regarding the start times for the LJCC meetings going forward. At the end of the discussion there was unanimous decision that the previous times should be re-adopted and that the main meeting would commence at 6:30 pm.

RESOLVED that going forward the main LJCC meeting would commence at 6.30pm

32 DATE OF NEXT MEETING

The date of the next meeting is 19th April 2023.

The meeting ended at 9.15 pm

Chairman

LICENSING SUB-COMMITTEE

Minutes of the meeting held at 10.00am on 8 February 2023

Present:

Councillor Nicholas Bennett J.P. (Chairman)
Councillors Kira Gabbert and Kathy Bance MBE

1 **APPOINTMENT OF CHAIRMAN FOR THE MEETING**

Councillor Nicholas Bennett was appointed Chairman for the meeting.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **APPLICATION FOR A PREMISES LICENCE FOR SOULTOWN FESTIVAL, 2022 CROYDON ROAD, RECREATION GROUND BR3 3PR**

The Application

The application was for a two-day licence from 12.00hrs to 22.00 hrs on Saturday 2nd September 2023 and 12.00hrs to 21.00hrs on Sunday 3rd September 2023. Permission was sought for live music, recorded music, performance of dance and the supply of alcohol. An event plan submitted with the application described the festival as a 'safe and secure live music festival with well-known Soul and Motown Artists from the 1970's'. There would be a maximum of 9,500 ticket holders on each day, in addition to artists, stall holders and event staff. The event was aimed at adults aged 25-30, but there would be a small allocation on the Saturday for 21-25's.

The event was planned to take place in a fenced area with gates managed by security staff and stewards. A residents' meeting was held on 7th February and as a result it had been agreed to situate parking marshals on nearby roads and rubbish teams to clear rubbish. There would be a bar, food sellers and Soul/Motown memorabilia stalls available--plus rides. Dispersal exits were planned, two in Croydon Road, one by the exit to the back of Sainsburys and one in village way.

(i) The Case for the Applicant:

The applicant, Ms L Bateman attended with Mr Joe Courtney and Councillor Harris. She advised the Sub-Committee that she had managed similar events. The average expected age of those attending was 35 on Saturday and 40 on Sunday. Children would be allowed with one adult accompanying a single child. Ms Bateman confirmed that she would accept a condition requiring an application to be made to the Council for a traffic management order to help

deal with anti-social parking in nearby roads. A complaint hot-line would be set up and a further residents' meeting held. Discussions were being held with Bromley Town Football Club as to whether they could provide parking spaces for a Park and Ride scheme. Councillor Harris emphasised the family focused nature of the event.

(ii) The Case for the Objectors:

Written and oral submissions were made by neighbours. Concerns were raised that the park was too small for the event, that the music was excessively loud and two days was too long. It was mentioned that it was difficult to see any improvements being made to the park as a result of the revenue being generated from the event. There was also concern about poor behaviour from patrons including excessive drinking, drug use and human waste being left in nearby gardens.

Reasons for the Decision:

Members considered the amended application, the written and oral representations, the Council's Statement of Licensing Policy and statutory guidance. Members concluded that the event would not result in a level of nuisance that would justify refusal of the application, particularly given that it would be a two day event only. The numbers attending the event would be controlled by the Licence and there had been no objections from the responsible authorities. A condition could be imposed to require an application to be made for a traffic management order in nearby roads to assist in dealing with irresponsible parking. The connections by public transport were good and patrons could be encouraged by publicity to travel to the event by these methods. Conditions could also be imposed to require the provision of a hygienic cleaning response team.

Decision

That the application for a premises licence for Soul Town Festival 2023, Croydon Road Recreation Ground, BR3 3PR from 12.00hrs to 22.00 hrs on Saturday 2nd September 2023 and 12.00hrs to 21hrs on Sunday 3rd September 2023 be permitted, subject to the conditions recommended by the police in Appendix 3 to the Committee Agenda and to the following conditions:

1. An application being made to the Council for a traffic management order for measures to be considered in the following streets, namely Westfield Road, Cedars Road, Durban Road, Belmont Road, Gowland Place, Whitmore Road, Bramerton Road, Croydon Road from the A234 to Bramerton Road, Hayne Road from A234 to Cedars Road and Village Way.
2. All publicity for the event should include details of public transport to the event by train, bus and tram.
3. Designated pick up and drop off points shall be provided for those that arrive and depart by taxi

4. A rapid response hygienic cleaning team shall be provided to deal with complaints from the above surrounding roads.

This page is left intentionally blank