

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 30th September 2020

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

Title: WORK PROGRAMME 2020/21 AND MATTERS OUTSTANDING

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 This report summarises the Committee's work programme for the 2020/21 Council year. In accordance with the decision of Council on 8th April 2019, this report also covers matters outstanding from previous meetings.

2. **RECOMMENDATION**

Members are requested to consider matters outstanding from previous meetings and their work programme for 2020/21 - in particular the need to (i) hold a special meeting in early November 2020 and to (ii) change the Committee's meeting date in December 2020 to late in November (see paragraph 3.4 below.)

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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Corporate Policy

1. Policy Status:: Existing Policy
 2. BBB Priority: Excellent Council:
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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: £359,420
 5. Source of funding: 2020/21 revenue budget
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Personnel

1. Number of staff (current and additional): 7 (6.67fte)
 2. If from existing staff resources, number of staff hours: Not applicable
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Legal

1. Legal Requirement: Statutory Requirement: The Committee is responsible for non-executive functions as required by the Local Government Act 2000.
 2. Call-in: Not Applicable: This report does not involve an executive decision.
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Procurement

1. Summary of Procurement Implications: Not applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not applicable
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Ward Councillor Views

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

3. COMMENTARY

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

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

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

- Appeals Sub-Committee
- Audit Sub-Committee
- Industrial Relations Sub-Committee
- Licensing Sub-Committee
- Local Joint Consultative Committee
- Pensions Investment Sub-Committee
- Rights of Way Sub-Committee

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

3.4 The Committee has six scheduled meetings in the year, plus a meeting after the Council’s annual meeting to appoint its Sub-Committees. The meetings for the 2020/21 Council year are set out in Appendix A, with the reports anticipated for each meeting. The Committee is requested to consider two changes –

(i) the Committee is asked to consider the annual report on Teacher’s Pay Policy at a special meeting during the first week in November (possibly 2nd or 5th November).

(ii) Due to the revised timing for the 2019/20 annual accounts, it will be necessary for the Committee to meet before the end of November 2020. It is therefore proposed that the meeting scheduled for 2nd December 2020 be moved to the previous week. To avoid any direct clashes of commitments to other meetings, the suggested date is Wednesday 25th November. Alternatively, Members could consider an earlier start time to avoid clashes with other meetings.

3.5 At present, there are only two matters outstanding from previous meetings to report (see Appendix B).

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

General Purposes and Licensing Committee
Draft Work Programme 2020/21

13th May 2020

Appointments to Sub-Committees

18th May 2020

Appointments to Outside Bodies

30th July 2020

Audit of Financial Statements 2019/20

Licensing Act 2003: Statement of Licensing Policy 2021-26

Review of Public Space Protection Orders Concerning Alcohol Control Zones

Work Programme & Matters Outstanding

30th September 2020

Annual Complaints Report and Annual Ombudsman's Letter 2019/20

Licensing Act 2003: Statement of Licensing Policy 2021-26

Appointment of Pensions Board Member

Work Programme & Matters Outstanding

Early November 2020 – special meeting?

Teachers Pay Policy - Centrally Based Staff

2nd December 2020/25th November 2020? *

Annual Accounts 2019/20

Appointments to Outside bodies – Beckenham Parochial Charities

Work Programme & Matters Outstanding

9th February 2021

Pay Award 2021

Pay Policy Statement 2021/22

Members Allowances 2021/22

Executive Assistants Reports 2020/21

Programme of Meetings 2021/22

Local Pension Board - Annual Report

Work Programme & Matters Outstanding

23rd March 2021

Annual Review of Licensing Activity

Annual Review of the Scheme of Delegation to Officers

Work Programme & Matters Outstanding

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

** The meeting due to be held on 2nd December 2020 needs to be held before the end of November – see paragraph 3.4*

Matters Outstanding from previous Meetings

Date of Meeting/Minute Number/Title	Issue	Update
18 th May 2020 79. Minutes of the Meeting held on 11 th February 2020	A Member commented that an amended programme of meetings should have been circulated.	The Programme of Meetings is still being adhered to, except that certain meetings are being cancelled where they are not necessary, so the programme has not changed as such. The meetings calendar on the Council website is constantly updated.
30 th July 2020 90. Minutes of the Meeting held on 13 th and 18 th May 2020	A Member commented that she had not been updated on a matter regarding postal votes in the Lewisham West and Penge constituency at the 2019 General Election that had been raised at the February meeting.	The information requested was emailed to the Member concerned shortly after the meeting, on 14 th February.