

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

**Date:** 5 APRIL 2022

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

**Title:** WORK PROGRAMME AND MATTERS ARISING

**Contact Officer:** Graham Walton, Democratic Services Manager  
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**Chief Officer:** Tasnim Shawkat, Director of Corporate Services and Governance

**Ward:** All

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1. Reason for report

- 1.1 This report summarises the Committee's work programme, looking ahead to the 2022/23 Council year. This report also covers matters outstanding from previous meetings.
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2. RECOMMENDATION

**Members are requested to consider and note the matters outstanding from previous meetings (paragraph 3.5) and their draft work programme for 2022/23 (Appendix A).**

### 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: £366k
  5. Source of funding: Revenue Budget
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### Personnel

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

1. Legal Requirement: None:
  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, Pensions 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), 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, the Pensions Committee or the Standards Committee. It therefore has a range of varied and sometimes unrelated responsibilities, including audit, human resources, complaints, elections and appointments.
- 3.3 The Committee’s role is very different to that of a PDS Committee, in that it has decision-making powers, many of which are delegated to a number of sub-committees -
- Appeals Sub-Committee
  - Audit Sub-Committee
  - Industrial Relations Sub-Committee
  - Licensing Sub-Committee
  - Local Joint Consultative Committee
  - 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 in the year, plus a 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 A, with the reports anticipated for each meeting.
- 3.5 Members are asked to note the following matters outstanding from previous meetings –

#### Minute 199 – 30 November 2021(Appointments to Outside Bodies)

Following the appointments made by the Committee, a small number of vacancies remain unfilled –

- Community Links Bromley (x1)
- Cray Valley War Memorial Hall (x2)

A report will be made to the Committee’s meeting on 26<sup>th</sup> May 2022 for the annual review of outside body appointments, and this will include a number of three or four year appointments.

#### Minute 197 – 30 November 2021 (Council Motion – Honorary Freedom of the Borough)

There is nothing further to report on the position with Ms Raducanu, but a report is presented on this agenda proposing a scheme of appointment for Honorary Freemen.

Minute 208 – 8 February 2022 (Minutes)

Members requested a report clarifying arrangements for hybrid meetings – this is included in the report on this agenda setting out the proposals for Members IT after the election.

Minute 214 – 8 February 2022 (Review of the Council’s Scheme of Delegation)

A revised Scheme of Delegation to Officers is to be presented to this meeting.

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

**General Purposes and Licensing Committee**  
**Work Programme 2022/23 - DRAFT**

**18<sup>th</sup> May 2022** *(following annual Council meeting)*

Appointment of Sub-Committees

**26<sup>th</sup> May 2022**

Appointments to Outside Bodies  
Work Programme & Matters Outstanding  
*(Meeting followed by a briefing on Licensing issues)*

**6<sup>th</sup> July 2022**

Freedom of Information Requests  
Work Programme & Matters Outstanding

**22<sup>nd</sup> September 2022**

Review of Local Elections 2022  
Annual Complaints Report and Annual Ombudsman's Letter 2021/22  
Work Programme & Matters Outstanding

**3<sup>rd</sup> November 2022**

Teachers Pay Policy 2022/23 - Centrally Based Staff  
Work Programme & Matters Outstanding

**8<sup>th</sup> February 2023**

Pay Award 2023  
Pay Policy Statement 2022/23  
Members Allowances Scheme 2023/24  
Programme of Meetings 2023/24  
Work Programme & Matters Outstanding

**29<sup>th</sup> March 2023**

Executive Assistants Reports 2022/23  
Annual Review of the Scheme of Delegation to Officers  
Work Programme & Matters Outstanding

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