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

Date: **6 July 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

1. Reason for decision/report and options

- 1.1 This report summarises the Committee's work programme for the 2022/23 Council year. This report also covers matters outstanding from previous meetings.

2. **RECOMMENDATION**

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

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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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.
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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 require an executive decision.
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Procurement

1. Summary of Procurement Implications: Not Applicable
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Property

1. Summary of Property Implications: Not Applicable
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Carbon Reduction and Social Value

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

1. Estimated number of users or customers (current and projected): Not Applicable
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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, 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), 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 are 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 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 B, with the reports anticipated for each meeting.
- 3.5 Members are asked to note the following matters outstanding from a previous meeting –

Minute 8 Appointment of Outside Bodies (26 May 2022)

The appointment of a Member to the Management Committee of the Wood Lodge Living Skills Centre was deferred – this is an appointment associated with Bickley and Sundridge ward.

Minute 9 Work Programme (26 May 2022)

Members set up Working Groups to consider the appointment of Honorary Aldermen and to review the Council’s Constitution. Reports on both issues are on the current agenda.

Non-Applicable Headings:	Impact on vulnerable adults and children/Policy/Financial/Personnel/Legal/Procurement/Carbon Reduction/Customer Impact/Ward Councillor Views
Background Documents: (Access via Contact Officer)	Work Programme Report to GP&L Committee, 5 April 2022

**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

Review of Local Elections 2022

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

Freedom of Information Requests

Work Programme & Matters Outstanding

3rd November 2022

Teachers Pay Policy 2022/23 - Centrally Based Staff

Work Programme & Matters Outstanding

8th February 2023

Pay Award 2023

Pay Policy Statement 2022/23

Members Allowances Scheme 2023/24

Programme of Meetings 2023/24

Work Programme & Matters Outstanding

29th 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.