

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 11 July 2023

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

Title: WORK PROGRAMME AND MATTERS OUTSTANDING

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 2023/24 Council year and also covers matters outstanding from previous meetings.
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2. **RECOMMENDATION**

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

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:
(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: No executive decision is required.
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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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Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
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Impact on Health and Wellbeing

1. Summary of Health and Wellbeing 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, 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
 - 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 2023/24 Council year are set out in [Appendix B](#), along with the reports anticipated for each meeting.

Matters Outstanding

- 3.5 At the annual meeting of the Council on 10th May 2023 a suggestion was made that the terms of reference of the Industrial Relations Sub-Committee might need to be updated following the removal of the Local Joint Consultative Committee. This is being considered and a report will be presented to a future meeting if necessary.
- 3.6 At the Committee’s last meeting on 23rd May 2023 a suggestion was made (minute 64) that work should be carried out on the Council’s complaints processes. The Committee does already receive an [annual report on complaints](#), including a summary of the Local Government and Social Care Ombudsman’s annual letter to the Council. The last report was considered on 16th February 2023, although this was later than usual, and the next report should be available for the Committee to consider in the Autumn. Members should also note that Internal Audit have recently completed an [audit report](#) on the Council’s complaints arrangements which was reported to Audit and Risk Management Committee as an information item for their meeting on 4th July 2023.
- 3.7 At meeting on 23rd May 2023 Members also requested a report or update on the implementation of new legislation relating to Elections, which will apply for the 2024 London Mayoral election and the next General Election (minute 64). The Committee has already received a high-level overview of changes introduced through the Elections Act 2022 at its meeting on [3rd November](#)

[2023](#). The first tranche of changes (Voter ID, the new ERO portal to issue free ID documents and measures to help voters with disabilities in the polling stations) are now in force. As Bromley had no elections this year, we are eagerly awaiting the Electoral Commission’s report on the elections, the new measures and any recommendations.

3.7 The next tranche of changes will include provisions relating to absent voting (applying online), overseas electors (scrapping the 15-year rule), EU citizens voting and candidacy rights, postal vote handling etc, and will be implemented over the course of 2023 and 2024. However, we are still waiting for the secondary legislation setting out the detail, and this is not expected until late Autumn.

3.8 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 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

Constitution Update

Request for Waiver

Work Programme & Matters Outstanding

21st September 2023

Industrial Relations Sub-Committee - Potential Changes to Terms of Reference

Work Programme & Matters Outstanding

8th November 2023

Teachers Pay Policy 2023/24 - Centrally Based Staff

Annual Complaints Report and Annual Ombudsman's Letter 2022/23

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

Work Programme & Matters Outstanding

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