

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Wednesday 29th May 2024

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 2024/25 Council year; it also covers matters outstanding from previous meetings.

2. **RECOMMENDATION**

Members are requested to consider and note their work programme and matters outstanding.

Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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Transformation Policy

1. Policy Status: Not Applicable
 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: £402k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (*current and additional*): 6fte
 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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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
 - Licensing Sub-Committee
 - Rights of Way Sub-Committee

These sub-committees have decision-making powers within their own terms of reference, and only meet when issues arise that require a decision from Members. The former Industrial Relations Sub-Committee has not needed to meet for nearly a decade, so it has not been re-appointed

- 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 2024/25 Council year are set out in Appendix B, along with the reports anticipated for each meeting.

Matters Outstanding

- 3.5 Members should note the following matters outstanding -

Minute 90 – 6th February 2024 (2024/25 Pay Award)

Members deferred the following amendment from Cllr Simon Jeal -

Amend recommendation 2.1(iii) to add the words "Subject to the condition that managers must have completed appraisals for at least 90% of their direct reports, in respect of the most recent appraisal year end period, to be eligible to receive a merit award. The Director of HR, in consultation with the Portfolio Holder for Resources and Commissioning, may waive this condition in exceptional circumstances."

It was proposed that this issue could be considered in a proposed report on Hybrid Working and Appraisal. It is now proposed that a briefing be arranged for Members to cover these issues.

Minute 93 – 6th February 2024 (Live Streaming of Meetings)

A further report is required in the summer setting out proposal for live-streaming of meetings once the Council moves into its new headquarters building, and proposing a policy on use of live-streamed material.

Minute 96 – 6th February 2024 (Work Programme)

The Chairman agreed to discuss with officers how to make the procedure for licensing hearings more available.

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 6 th February 2024

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

(Constitution, Chapter 5, section 22)

(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 and Country Planning Act 1990](#))
- (k) Any non-executive function not delegated elsewhere or reserved to Council.

General Purposes and Licensing Committee
Work Programme 2024/25

15th May 2024 *(following the annual Council meeting)*

Appointment of Sub-Committees

29th May 2024

Appointments to Outside Bodies
Business and Planning Act 2020 – Pavement Licensing
Work Programme & Matters Outstanding

2nd July 2024

Work Programme & Matters Outstanding

26th September 2024

London Elections 2024
Annual Complaints Report and Annual Ombudsman's Letter 2023/24
Live-streaming of meetings
Work Programme & Matters Outstanding

6th November 2024

Teachers Pay Policy 2024/25 - Centrally Based Staff
Work Programme & Matters Outstanding

28th January 2025

Staff Pay Award 2025/26
Pay Policy Statement 2025/26
Members Allowances Scheme 2025/26
Programme of Meetings 2025/26
Work Programme & Matters Outstanding

1st April 2025

Work Programme & Matters Outstanding

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