

GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the meeting held on 7 April 2011

Present:

Councillor Tony Owen (Chairman)
Councillor Stephen Wells (Vice-Chairman)
Councillors Councillor John Canvin, Councillor Roger Charsley, Councillor Robert Evans, Councillor Roxy Fawthrop, Councillor Peter Fookes, Councillor Will Harmer, Councillor Gordon Norrie, Councillor Charles Rideout CVO, QPM, Councillor Diane Smith, Councillor Tim Stevens J.P., Councillor Harry Stranger, Councillor Pauline Tunnicliffe and Councillor Michael Turner

Also Present:

Councillor Russell Mellor

108 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS

Apologies for absence were received from Councillor Nicholas Bennett, J.P., Councillor John Getgood and Councillor Ian P. Payne.

Councillor Robert Evans attended as Councillor Bennett's alternate, Councillor Peter Fookes attended as Councillor Getgood's alternate and Councillor Gordon Norrie attended as Councillor Payne's alternate.

109 DECLARATIONS OF INTEREST

There were no declarations of interest.

110 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 16TH FEBRUARY 2011 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION

The Chairman drew Members' attention to the word "not" in the sixth paragraph of minute 90 – Unadopted Highways at Bickley Park and stated that it would be deleted. The sentence would therefore read "The Vice-Chairman stated that this was a matter to be dealt with by the Rights of Way Sub-Committee".

In the same minute the last paragraph should read "On voting upon the recommendation Councillor Wells requested that his vote against be recorded".

RESOLVED that, subject to the above amendments, the minutes of the meeting held on 16th February 2011 (excluding exempt information) be confirmed.

111 MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

With regard to Minute 92 - Licensing Act 2003 – Review of Outcomes, Members were advised of the outcome of the Licensing Sub-Committee held on 21st March 2011 that had reviewed the premises licence of the Beckenham Convenience Store. The Sub-Committee had decided to revoke the licence due to the store being caught selling alcohol after the approved hours of the licence. The owner of the store had been accompanied by a barrister and two solicitors and had asked for an adjournment because the store was for sale and would sell more easily if the licence had not been revoked. The Sub-Committee declined this suggestion. The Sub-Committee noted that the owner of the store had not dismissed any staff as a result of the charges. The owners stated they had dismissed one employee but later admitted that this employee had been moved to another store. The owners intended to challenge the latest decision to revoke the premises licence in court.

112 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

There were no questions from members of the public.

113 HR SELF SERVICE AND ON LINE PAYSリップ DEMONSTRATION

The Committee received a HR self service and payslip online demonstration. (Please find attached as an appendix to these minutes the associated documents in relation to this subject.)

The Head of HR Organisation & Employee Development advised that the system had been in existence for 18 months and staff had been able to access their payslips and P60 forms on line. Officers had also been receiving paper copies of their payslips but this was being phased out in late April 2011 except for staff who did not have access to a computer.

The HR Information & Systems Analyst and the HR Information & Systems Administrator gave an internet presentation which instructed Councillors on how to access the system, how to set up a personal password and how to change the details available on the system such as contact details and bank details.

In response to a question from a Councillor, the officer advised that any change of address or bank details stayed completely within this HR system. Of course, if HR noted a change of address or contact details they would probably pass them on to the Democratic Services Team for inputting onto the Council's website when and where appropriate. The Democratic Services Manager reminded Members to let the Democratic Services Team know of any changes.

Following a question on the security of the system, the Committee was advised that on changing the bank details on the system, the Councillor or officer would not receive a confirmation email of the changes made. However, the system did show a list of recent changes and Councillors and officers were asked to make sure, on a regular basis, that these were checked to ensure that the individual had been the person who had made those changes. If not, then HR asked to be advised as a matter of urgency.

The system had also been subject to penetration testing from computer security experts and the system had received a clean bill of health. The Head of HR Organisation & Employee Development also advised that this system was the first in a number of building blocks to mechanise manual systems and the security would get stronger as these became more complex. Members also noted that the system would log an individual out if not used for 10 minutes. It was suggested that the words 'logout' should appear in large font across the screen.

Members were also informed that they would need to change their passwords for this system every 90 days. This was an audit requirement and, although this may change in the future, the system needed to test this requirement before changing it.

The Chairman thanked the officers for attending the meeting.

114 PROGRAMME OF MEETINGS 2011/12 Report LDCS11059

Further to the meeting held on 16th February 2011 (minute 95 refers), the report presented the draft timetable of meetings for the 2011/12 municipal year.

RESOLVED that the proposed Programme of meetings for 2011/12 be approved for publication.

115 MEMBERSHIP OF THE PENSIONS INVESTMENTS SUB-COMMITTEE Report LDCS11057

In 2002, the General Purposes Committee agreed that Council staff should be represented at the Investment Sub-Committee (now the Pensions Investment Sub-Committee) meetings by the Staff Side Secretary. Although the Staff Side Secretary had continued to attend the Sub-Committee on occasion since then, the situation had not been formally recognised in successive years. The current Chairman of the Sub-Committee, Councillor Nicholas Bennett, had asked for the position to be regularised.

The report advised that the Staff Side Secretary could not be formally co-opted as a member of the Sub-Committee, nor have any voting powers, but they would be entitled to attend meetings including Part 2 sessions, and to speak on behalf of staff on pension matters, including the AVC scheme.

RESOLVED that it be confirmed that the Staff Side Secretary be invited to attend meetings of the Pensions Investment Sub-Committee as the representative of Council staff.

116 BROMLEY DUKE OF EDINBURGH'S AWARD SUPPORT COMMITTEE - APPOINTMENT OF THE COUNCIL'S REPRESENTATIVES Report LDCS11059

The Council had appointed two people to serve as the Council's representatives on the Duke of Edinburgh's Award Support Committee. One of the representatives should be drawn from the membership of the Children and Young People Policy Development and Scrutiny Committee. The report requested the Committee's consideration on the re-appointment of the two representatives whose terms of office expired on 20th February 2011.

RESOLVED that the re-appointment of Councillor Mrs. Anne Manning and Councillor Michael Turner as the Council's representative on the Duke of Edinburgh's Award Support Committee for a three year term of officer expiring on 20th February 2014 be approved.

117 PETITION SCHEME ANNUAL REPORT 2010/11 Report LDCS11062

The Council's petition scheme provided for an annual report to be made on petitions received and actions taken to address them (or reasons why it had not been possible to do so where this may be the case). The report summarised the position for the first municipal year that the scheme had been in force. It also highlighted some areas where the Committee might wish to suggest that the scheme should be reviewed for clarity or to ensure certain eventualities were covered.

The Chairman suggested that the Constitution Improvement Working Party might like to consider the clarification of the treatment of 'hybrid' paper and e-petitions together with the matter of the time limit for the lead petitioner to request a hearing by Committee or full Council where they were dissatisfied with the initial response from the Portfolio Holder.

RESOLVED that:

- (a) that the annual report on the operation of the Petition Scheme during the 2010/11 municipal year be noted; and**
- (b) it be agreed that the Constitution Improvement Working Party consider the clarification of the treatment of 'hybrid' paper and e-petitions together with the matter of the time limit for the lead petitioner to request a hearing by Committee or full Council where they were dissatisfied with the initial response from the Portfolio Holder**

118 LOCAL JOINT CONSULTATIVE COMMITTEE: MINUTES OF THE MEETING HELD ON 10TH MARCH 2011

RESOLVED that the minutes of the Joint Local Consultative Committee meeting held on 10th March 2011 be noted.

**119 AUDIT SUB-COMMITTEE: MINUTES OF THE MEETING HELD
 ON 16TH MARCH 2011, EXCLUDING EXEMPT INFORMATION**

RESOLVED that the minutes of the Audit Sub-Committee meeting held on 16th March 2011 (excluding exempt information) be noted.

**120 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE
 LOCAL GOVERNMENT (ACCESS TO INFORMATION)
 (VARIATION) ORDER 2006 AND THE FREEDOM OF
 INFORMATION ACT 2000**

RESOLVED that the Press and public be excluded during the consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

The Meeting ended at 7.54 pm

Chairman