

## LEGAL & DEMOCRATIC SERVICES ADVISORY COMMITTEE

Minutes of the meeting held on 18 October 2016 commencing at 7.00 pm

Present: Cllr. Firth (Chairman)

Cllr. Pett (Vice Chairman)

Cllrs. Barnes, Bosley, Eyre, Halford, Mrs. Hunter, Lake, McGarvey, Pearsall and Pett

An apology for absence was received from Cllr. Abraham

Cllr. Clack was also present.

1. Appointment of Chairman

Resolved: That Cllr. Firth be appointed as Chairman of the Committee for the ensuing municipal year.

(Cllr. Firth in the Chair)

2. Appointment of Vice Chairman

Resolved: That Cllr. Pett be appointed as Vice-Chairman of the Committee for the ensuing municipal year.

3. Minutes

Resolved: That the Minutes of the meeting of the Committee held on 14 April 2016 be approved and signed by the Chairman as a correct record.

4. Declarations of Interest

No additional declarations of interest were made.

5. Actions from Previous Meeting

There were none.

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### 6. Update from Portfolio Holder

The Portfolio Holder, and Chairman, tabled her [update](#) and gave Members reading time. Members agreed they would like to see a quarterly update on legal successes.

### 7. Referrals from Cabinet or the Audit Committee

There were none.

### 8. Anti Social Behaviour, Crime & Policing Act 2014 - Update

Members considered a report which updated them on any action taken under the [Anti-social Behaviour, Crime and Policing Act 2014](#). Members had some questions concerning the fixed penalty notices for litter and requested further details on the information within the report.

Resolved: That the report be noted and the Community Safety Manager be asked to attend the next meeting.

### 9. Licensing Partnership 2016 Achievements and Opportunities

The Licensing Partnership Manager presented a report advising Members of the Licensing Partnership's achievements and opportunities. It was noted that she had now assumed responsibility for the line management of the staff for the new partner, London Borough of Bexley; and that the Administration Team would begin processing Bexley's applications on 31st October 2016.

The Partnership had been approached by the London Borough of Bromley who were undertaking a soft exploratory exercise on how they provided their regulatory functions, and she would be submitting a case. However in order to take on another partner would likely need a growth bid.

Members showed their appreciation for the licensing sections hard work.

Resolved: That the report be noted.

### 10. Budget 2017/18: Service Dashboards and Service Change Impact Assessments (SCIAS)

The Chief Finance Officer presented the report which set out updates to the 2017/18 budget within the existing framework of the 10-year budget and savings plan. The report also presented proposals that had been identified which needed to be considered, together with further suggestions made by the Advisory Committees, before finalising the budget for 2017/18.

The major message of the report was that the Council was able to remain financially self-sufficient.

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The budget agreed by Council in February included £100,000 of new savings or additional income per annum and the Advisory Committees were being asked to make suggestions to Cabinet that would achieve the £100,000 required for next year. Two Member Budget Training sessions had recently taken place with the intention of increasing, or refreshing, Members knowledge of the budget process and to enhance the discussions that would take place at this round of Advisory Committees.

The Chief Finance Officer reminded Members that over £6m had already been agreed to be saved between 2011/12 and 2017/18 made up of over 130 items and over £10m had been saved since 2005/06.

Members reviewed and discussed Appendix D which contained the growth and savings proposals put forward by the Portfolio Holder and Chief Officers, and the Service Change Impact Assessments (SCIAs) in Appendix E.

Members also considered and gave their individual ideas for growth and savings items. The Chief Finance Officer summarised the suggestions put forward and Members considered whether there was anything they wanted taken forward as potential growth or savings suggestions. A number of growth and savings items were suggested and discussed:

### Growth

- Chairman support - modest increase to provide benefits for tourism and economic development. However it was suggested this should be from the Economic & Community Development Advisory Committee budget.

### Savings

- Members - review the number of Members.
- Members - review the number of Cabinet Members and Advisory Committees
- Members - reduce use of paper
- Members - review allowances
- Civic Expenses
- Seek further opportunities for joint working
- Licensing Partnership - seek additional partners
- Digital elections

### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty and that individual equality impact assessments had been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision making process was fair and transparent.

Resolved: That it be recommended to Cabinet that

- a) the growth proposals identified in Appendix D applicable to the Advisory Committee (SCIAs 16 and 17) be agreed;

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- b) the savings proposals identified in Appendix D applicable to the Advisory Committee (SCIA 18) be agreed;
- c) the following suggestions be discussed further

### Growth

(suggested for Economic & Community Development Advisory Committee)

- Chairman support - modest increase to provide benefits for tourism and economic development.

### Savings

- Members - review the number of Members.
- Members - review the number of Cabinet Members and Advisory Committees
- Members - reduce use of paper
- Members - review allowances
- Civic Expenses
- Seek further opportunities for joint working
- Licensing Partnership - seek additional partners
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## 11. Work Plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 9.39 PM

CHAIRMAN