



Public Document Pack
TONBRIDGE & MALLING
BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

Contact: Democratic Services
committee.services@tmbc.gov.uk

11 October 2021

Dear Councillor

CABINET - TUESDAY, 12TH OCTOBER, 2021

I am now able to enclose, for consideration at the Tuesday, 12th October, 2021 meeting of the Cabinet, the following reports that were unavailable when the agenda was printed.

Agenda No Item

9a. **Review of Tonbridge Forum and Parish Partnership Panel (Pages 3 - 4)**

Item OS 21/23 referred from Overview and Scrutiny Committee of 7 October 2021

13. **Special Expenses Consultation (Pages 5 - 6)**

Item OS 21/21 referred from Overview and Scrutiny Committee of 7 October 2021

14. **Northamptonshire County Council - Interventions Report (Pages 7 - 8)**

Item OS 21/20 referred from Overview and Scrutiny Committee of 7 October 2021

14a. **Final Report - Marketing and Promotion (Pages 9 - 10)**

Item OS 21/22 referred from Overview and Scrutiny Committee of 7 October 2021

Yours sincerely

J E BEILBY
Chief Executive

Encs

REVIEW OF TONBRIDGE FORUM AND PARISH PARTNERSHIP PANEL

Item OS 21/23 referred from Overview and Scrutiny Committee of 7 October 2021

The report of the Leader of the Council and the Chief Executive provided details of the action taken to seek the views of community representatives and town and parish councils on the format and operation of the Tonbridge Forum and the Parish Partnership Panel in order to improve engagement with the Borough Council.

RECOMMENDED: That

- (1) the proposed changes to Tonbridge Forum, as set out at section 1.2.4 of the report, be endorsed; and
- (2) the proposed changes to Parish Partnership Panel, as set out at section 1.3.2 of the report, be endorsed.

*** Referred to Cabinet**

This page is intentionally left blank

SPECIAL EXPENSES CONSULTATION

Item OS 21/21 referred from Overview and Scrutiny Committee of 7 October 2021

The report of the Management Team provided details of the responses received to the consultation launched on 22 June 2021 regarding potential adjustments to the Special Expenses Policy. The report invited Members to consider whether the cost of the non-strategic Public Conveniences located in Tonbridge and the cost of Christmas lights should be included within the Special Expenses policy.

RECOMMENDED: That

- (1) the Special Expenses Policy should be updated to include the non-strategic public conveniences which are located in Tonbridge;
- (2) the Special Expenses Policy should not be updated to include Christmas lighting; and
- (3) Cabinet be invited to consider the position of public conveniences across the Borough.

*** Referred to Cabinet**

This page is intentionally left blank

NORTHAMPTONSHIRE COUNTY COUNCIL - INTERVENTIONS REPORT

Item OS 21/20 referred from Overview and Scrutiny Committee of 7 October 2021

The joint report of the Chief Executive, Director of Finance and Transformation and the Director of Central Services and Monitoring Officer summarised the key issues arising from the Commissioners' Interventions Report at the former Northamptonshire County Council. Members were asked to review the issues raised and to consider whether TMBC was adequately equipped to avoid these issues occurring. Members were also asked to consider what role the Overview and Scrutiny Committee could play in supporting the 'financial agenda' and, more generally, whether it was felt that specific training might be needed.

The Chairman commented that there was insufficient time at the meeting to give this item the in-depth consideration it deserved and invited Members to undertake an initial debate to identify issues/matters which could be given detailed consideration at a special meeting of the Committee in November. The Committee noted the need to ensure that the Council was properly equipped to deal with the issues identified in the Interventions Report and that, as the Cabinet alone could not solve all the problems, all Members needed to shape the way forward. The Committee was reminded of its role to challenge decisions, particularly those with financial implications, and acknowledged the need for training in addressing specialised matters such as estimates and budgetary control.

RECOMMENDED: That

- (1) a Special Meeting of the Overview and Scrutiny Committee be held in November specifically to allow more detailed consideration on this subject; and
- (2) the Training Programmes provided through the Local Government Association be explored by the appropriate Officer and all members of the committee encouraged to register for the LGA's "Leadership Webinar on Scrutiny Essentials" to be held at 2.30 pm on 22 November 2021. The booking information and link to be circulated to Members.

*** Referred to Cabinet**

This page is intentionally left blank

FINAL REPORT: MARKETING AND PROMOTION

Item OS 21/22 referred from Overview and Scrutiny Committee of 7 October 2021

Further to the Scoping report presented to the Committee on 11 March 2021, the report of the Chief Executive brought forward a revised protocol for marketing and promotion across the Council.

RECOMMENDED: That

- (1) the proposed charging structure for billboards in respect of commercial organisations, as set out at section 1.4 to the report, be endorsed and no charge be made in respect of charity events;
- (2) the move to promotional and marketing materials to be made available in digital formats only (in all but a limited number of exceptions) be endorsed;
- (3) the use of design agents to develop a corporate style and brand for the Council be endorsed; and
- (4) further evaluation be undertaken to better integrate the Council's communication channels, looking at the possibility of future marketing and promotion to go via the Head of Communications. Findings to be reported to the relevant Advisory Board.

*** Referred to Cabinet**

This page is intentionally left blank