

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Monday, 26th June, 2017

Present: Cllr O C Baldock (Chairman), Cllr L J O'Toole (Vice-Chairman), Cllr P F Bolt, Cllr M A Coffin, Cllr D Markham, Cllr S C Perry, Cllr R V Roud, Cllr C P Smith, Cllr Ms S V Spence and Cllr M Taylor

Councillors Mrs J A Anderson, N J Heslop, D Lettington, Mrs A S Oakley, M R Rhodes, H S Rogers and A K Sullivan were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors M A C Balfour, Mrs S Bell and Mrs M F Heslop

PART 1 - PUBLIC

GP 17/11 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

GP 17/12 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 6 March 2017 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 17/13 HUMAN RESOURCES STRATEGY UPDATE

The report of the Director of Central Services presented an updated Human Resources Strategy which provided an overview of the Council's approach to managing its employees. Details were given of progress in achieving the improvement priorities in the Strategy for 2016/17 together with actions to be implemented in the period April 2017 – March 2018 (the Workforce Development Plan). The updated strategy also contained the statutory equality monitoring required by the Equality Act 2010.

RECOMMENDED: That the outcomes of the equality monitoring reported in Section 4 of the Human Resources Strategy, as set out in Annex 1 to the report, be noted and the actions listed in Section 5 thereof be commended to the Council.

*** Referred to Council**

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

GP 17/14 AMENDMENTS TO THE FLEXIBLE RETIREMENT POLICY

The report of the Director of Central Services presented a revised Flexible Retirement Policy containing a number of amendments in the light of recent experience of operating the policy, particularly in circumstances where an employee elected to defer payment of all or part of their pension entitlement.

RESOLVED: That the amendments to the Flexible Retirement Policy, set out in the revised Policy at the Annex to the report, be approved.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 17/15 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 17/16 REVENUES AND BENEFITS - SHARED SERVICE

(LGA 1972 Sch 12A Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings)

Further to Decision No D170030CAB, the report of the Management Team advised the Committee of progress with the implementation of the Shared Service for Revenues and Benefits. Details were given of the outcome of discussions of the Project Board, comprising key staff from both Tonbridge and Malling and Gravesham Borough Councils, regarding the hosting of the Service. Reference was also made to representations received from staff and Unison. This resulted in a recommendation that the Service should be located at Kings Hill with Tonbridge and Malling designated as the lead authority. Members were advised that, pending the formulation of the Legal Agreement between the two authorities, there was a working assumption that TUPE would apply for the service model proposed.

It was noted that the Finance, Innovation and Property Advisory Board had recently considered a report focusing on issues relating to IT and digital services.

RECOMMENDED: That

- (1) the location of the Service at the Tonbridge and Malling Borough Council offices at Kings Hill be agreed, noting that existing Gravesham Borough Council revenues and benefits staff will relocate to Kings Hill;
- (2) it be agreed that Tonbridge and Malling Borough Council (TMBC) will become the lead authority and, subject to the written confirmation requested from Gravesham Borough Council (GBC), noted that it is GBC's intention to delegate the revenues and benefits function to TMBC which will become the service provider to GBC;
- (3) subject to final confirmation, it be acknowledged that TUPE will apply for the service model that is proposed;
- (4) it be noted that the Legal Agreement between TMBC and GBC for this service will be progressed over the coming months; and
- (5) thanks be recorded to all involved in the considerable amount of work in progressing the Shared Service during the time of dealing with the snap General Election.

***Referred to Council**

DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PARAGRAPH 3, PART 3 OF THE CONSTITUTION

GP 17/17 ESTABLISHMENT CHANGES

(LGA 1972 Sch 12A Paragraph 1 – Information relating to an individual)

The report of the Director of Central Services presented for approval a number of establishment changes arising from the on-going operational management of the Council's services.

A supplementary report by the Director of Planning, Housing and Environmental Health, circulated in advance of the meeting, gave details of a proposed new structure within the Health Team arising from the establishment of the West Kent Preventative Health Partnership between the West Kent district councils and Kent County Council.

RESOLVED: That the proposals and establishment adjustments set out in the report be endorsed as follows:

- (1) the post of DC Admin Support Team Leader (DJ0124), 30 hours per week, grade M8 and the post of DC Admin Support Deputy Team Leader (DJ0125), 37 hours per week, scale 5/6 be re-designated Technical Manager and Senior Technical Officer respectively with effect from 3 July 2017;
- (2) the posts of Planning Technicians, Appeals & Enforcement Officer and Planning Clerks (DJ0114, DJ0116, DJ0117, DJ0119, DJ0121, DJ0128, DJ0129, DJ0139, DJ0142, DJ0143) be deleted with effect from 2 July 2017;
- (3) ten new posts be created of Planning Technical Officer, six at 37 hours per week, one at 33.5 hours per week, one at 27 hours per week, one at 24 hours per week and one at 22 hours per week, with effect from 3 July 2017;
- (4) the post of Planning Clerk (DJ0141), 22 hours per week, be deleted with effect from 2 July 2017, on that date the employment contract of Samantha Cox be terminated on the grounds of redundancy and her redundancy payment be calculated in accordance with the Council's Reorganisation, Redundancy and Redeployment Procedure;
- (5) the hours of the post of Housing Technical Officer (DV0904) be reduced from 37 to 22.2 per week with effect from 1 June 2017;
- (6) a sum of £16,392 accruing from the reduction in hours of post DV0904 be ring-fenced pending a review of the Housing Team;
- (7) the hours of the post of Head of Waste and Street Scene (DG0006) be reduced from 37 to 22.2 per week with effect from 1 June 2017;
- (8) the post of Street Scene Manager (DG2001), 37 hours per week, be re-graded from M8 to M7 with effect from 1 June 2017;
- (9) the posts of Health Improvement Manager (DV0201), Health Improvement Co-ordinator (DV0202), Health Improvement Assistant (DV0203) and Health Improvement Administrative Assistant (DV0299) be deleted from the establishment with effect from 30 September 2017 and new posts of Health Team Leader (grade Senior Officer), and One You Advisors (Scale 5) (x 2) be established with effect from 1 October 2017; and
- (10) any further amendments arising from staff consultation on the proposals at (9) above and the evaluation of the Partnership Administrator post be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the

Director of Central Services, the final structure of the future Health Team to be reported to the next meeting of the General Purposes Committee for information.

The meeting ended at 8.12 pm