



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

Julie Beilby BSc (Hons) MBA

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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.co.uk](mailto:committee.services@tmbc.co.uk)

30 September 2019

To: MEMBERS OF THE GENERAL PURPOSES COMMITTEE  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the General Purposes Committee to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 8th October, 2019 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

- |    |                          |       |
|----|--------------------------|-------|
| 1. | Apologies for absence    | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 12

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 19 June 2019

**Matters for Recommendation to the Council**

4. Disclosure and Barring Service Policy and Procedure 13 - 24

*The report presents a new Disclosure and Barring Service Policy (DBS) for consideration.*

**Decisions to be taken under Delegated Powers**

5. Amendments to Human Resources Policies and Procedures 25 - 94

*As part of a regular review of policies and to take account of various issues that have arisen in the past few months, a number of amendments to existing HR policies and procedures are proposed.*

6. Urgent Items 95 - 96

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

**Matters for consideration in Private**

7. Exclusion of Press and Public 97 - 98

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**PART 2 - PRIVATE**

**Decisions to be taken under Delegated Powers**

8. Establishment Changes 99 - 136

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

*The report sets out for Members' approval a number of establishment changes recommended by the Management Team.*

9. Urgent Items 137 - 138

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr Mrs F A Kemp (Chairman)  
Cllr L J O'Toole (Vice-Chairman)

Cllr Mrs P A Bates  
Cllr Mrs S Bell  
Cllr M D Boughton  
Cllr M A Coffin  
Cllr D J Cooper  
Cllr D A S Davis

Cllr M A J Hood  
Cllr K King  
Cllr B J Luker  
Cllr W E Palmer  
Cllr N G Stapleton  
Cllr Mrs M Tatton