

## **TONBRIDGE AND MALLING BOROUGH COUNCIL**

### **GENERAL PURPOSES COMMITTEE**

**Monday, 27th January, 2020**

**Present:** Cllr Mrs F A Kemp (Chairman), Cllr Mrs P A Bates, Cllr M D Boughton, Cllr D J Cooper, Cllr M A J Hood, Cllr K King, Cllr B J Luker, Cllr W E Palmer, Cllr N G Stapleton and Cllr Mrs M Tatton

Councillors Mrs J A Anderson, R P Betts, V M C Branson, N J Heslop, D W King, D Lettington and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors L J O'Toole (Vice-Chairman), Mrs S Bell, M A Coffin and D A S Davis

#### **PART 1 - PUBLIC**

##### **GP 20/1 DECLARATIONS OF INTEREST**

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

##### **GP 20/2 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 8 October 2019 be approved as a correct record and signed by the Chairman.

#### **MATTERS FOR RECOMMENDATION TO THE COUNCIL**

##### **GP 20/3 LOCALISM ACT - PAY POLICY**

The report of the Director of Central Services summarised the requirements of the Localism Act 2011 and presented an updated Pay Policy Statement for 2020/21. Members noted that as there had not been any changes in the Borough Council's remuneration policy, the substantive content of the updated Pay Policy Statement, attached as Annex 1 to the report, was identical to the authority's first Pay Policy Statement adopted by Council on 16 February 2012.

**RECOMMENDED:** That the Pay Policy Statement, attached as Annex 1 to the report, be commended to Council for adoption. ◀

**\*Referred to Council**

**DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION (RESPONSIBILITY FOR COUNCIL FUNCTIONS)**

**GP 20/4 PAY AWARD 2020**

Members gave consideration to the matter of a pay award for employees for 2020/21. A range of factors that were relevant to the issue of a pay award were considered and included the prevailing economic conditions, comparative pay settlements and the Retail Price Index (RPI).

The Chief Executive reported that provision for pay award inflation for 2020/21 had been made in the Medium Term Financial Strategy. Members recognised that staff were a valuable asset to the organisation and continued to face significant challenges in dealing effectively with the implications of overall costs reduction through re-structuring, shared services, deletion of posts and potential future change. Members acknowledged the hard work by the staff throughout the year and were grateful for their commitment.

Members recognised that it was also important for recruitment and retention that the Borough Council did not fall behind other local authorities and it was proposed that an award of 2.5% was offered to staff for 2020/21. This would allow the Borough Council to maintain a competitive position with other employers in the recruitment market.

**RESOLVED:** That a 2.5% pay increase be awarded from 1 April 2020.

**GP 20/5 ANNUAL REVIEW OF WHISTLEBLOWING POLICY**

The report of the Director of Finance and Transformation advised of the outcome of the annual review of the Borough Council's Whistleblowing Policy, which identified that no changes were required at this time. Members were advised that the Audit Committee of 20 January 2020 had also approved the Policy. (Minute Number AU 20/5 refers)

**RESOLVED:** That the Whistleblowing Policy, attached as Annex 1 to the report, be approved.

**MATTERS SUBMITTED FOR INFORMATION**

**GP 20/6 GENDER PAY GAP REPORT 2018/19**

The report of the Director of Central Services summarised the legislative context for gender pay gap reporting and incorporated the outcomes of the Borough Council's gender pay gap analysis for 2018/19.

**RESOLVED:** That the report be received and noted.

**MATTERS FOR CONSIDERATION IN PRIVATE****GP 20/7 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****DECISIONS TAKEN UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION (RESPONSIBILITY FOR COUNCIL FUNCTIONS)****GP 20/8 ESTABLISHMENT CHANGES**

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

The report of the Director of Central Services set out for approval a number of establishment changes arising from the ongoing operational management of the Borough Council's services.

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

- (1) the incumbent of post DF0409 (Exchequer Assistant, scale 2/3) be seconded to a new temporary post of Payroll Assistant, scale 3/4 for a period of up to 12 months;
- (2) a temporary appointment be made to full time post DF0213 (Accountancy Assistant) temporarily regraded scale 2/3 for a period of 12 months;
- (3) post DF0404 (Payroll Officer, scale 6/SO, 21 hours per week) remain vacant on the Establishment pending completion of the process mapping and digital review;
- (4) if required, additional support be secured from an agency payroll officer; and
- (5) a temporary full time post of Graduate Trainee Economic Regeneration Officer, scale 3/4 be created for up to 12 months.

The meeting ended at 8.07 pm