

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Tuesday, 6th October, 2020

Present: 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 N G Stapleton and Cllr Mrs M Tatton

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

An apology for absence was received from Councillor W E Palmer.

PART 1 - PUBLIC

GP 20/15 DECLARATIONS OF INTEREST

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

GP 20/16 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 17 June 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 20/17 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 FUNCTION)****GP 20/18 CESSATION OF OPTION TO HAVE A LEASE CAR****(LGA 1972 – Sch 12A Paragraph 1 – Information relating to an individual)**

The report of the Director of Central Services and Deputy Chief Executive recommended the cessation of the option to have a lease car for those who currently had a contractual entitlement to one. In addition, it was recommended that as part of the Capital Plan process, consideration be given to the purchase of a small electric or hybrid vehicle as a 'mitigation measure' against health and safety risks arising as a consequence of the proposals.

RESOLVED: That

- (1) the option of a lease car for those staff with an existing contractual right cease with immediate effect for those who had already signed a Variation to Contract;
- (2) the option to have a lease car for the two employees who still had leased cars cease on the dates on which their current arrangements terminated. This would be reflected in tailored Variation to Contracts for the individuals concerned; and
- (3) consideration be given to the purchase of a small electric or hybrid pool car that could be used by the Planning Enforcement Team, the Parking Team and other suitably insured staff engaged on a range of activities (including those associated with the Emergency Plan) and that this be reflected in the forthcoming Capital Plan process.

GP 20/19 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 establishment of a 37 hour per week, scale 5, Waste and Enforcement Officer with immediate effect;
- (2) the increase in the hours pertaining to post DG2008, scale 5, Waste & Enforcement Officer from 30 to 37 per week with immediate effect;
- (3) the reduction in the hours of scale 5, Waste & Enforcement Officer DG2013 from 30.5 to 18.5 per week with immediate effect;
- (4) the establishment of a 37 hours per week post of Technical Architect, M7, with effect from 1 January 2021;
- (5) the establishment of a 37 hours per week post of Solutions Architect, M7, with effect from 1 January 2021;
- (6) the deletion of post DN0108, 37 hours per week, Web Developer, M8, with effect from 1 January 2021;
- (7) the re-designation, re-grading and increase in hours of post DN0101 from Development Manager, M6, 15 hours per week, to IT Applications and Development Team Manager, M7, 37 hours per week, with effect from 1 January 2021;
- (8) the deletion of post DN0107, Developer, 37 hours per week, with effect from 1 January 2021;
- (9) the deletion of post DN0105, Developer, 37 hours per week, with effect from 1 January 2021;
- (10) the deletion of post DN0104, Senior Analyst/Programmer, M7, 22.5 hours per week, with effect from 1 January 2021;
- (11) the establishment of a 37 hours per week post of Senior Applications Analyst, M8, with effect from 1 January 2021;
- (12) the establishment of a 22.5 hours per week post of Senior Applications Analyst, M8, with effect from 1 January 2021;
- (13) the establishment of the post of Senior Systems Analyst (DBA), M8, 37 hours per week, with effect from 1 January 2021;
- (14) the deletion of post DV0901, 37 hours per week, Private Sector and Wellbeing Manager, M7, with effect from 1 January 2021;
- (15) the re-designation and re-grading of post DV0723 Housing Options and Support Manager, M8, to Housing Solutions Manager, M7, 37 hours per week, with effect from 1 January 2021;

- (16) the permanent regrading of post DV0724 Housing Improvement Manager from M8 to M7, with effect from 1 January 2021;
- (17) the re-designation and re-grading of post DV0902 Environmental Health Officer, M9, to Senior Environmental Health Officer, M8, with effect from 1 January 2021;
- (18) the establishment of a post of Senior Housing Solutions Officer, SO, 37 hours per week, with effect from 1 January 2021;
- (19) the establishment of a post of Senior Accommodation Officer, SO, 37 hours per week, with effect from 1 January 2021;
- (20) the deletion of the 37 hours per week Housing Options Officer scale 5/6 posts DV0710, DV0713, DV0717, DV0727 and DV0730 with effect from 1 January 2021;
- (21) the deletion of post DV0714, Housing Options Officer, 29.6 hours per week, scale 5/6 with effect from 1 January 2021;
- (22) the establishment of 3, 37 hours per week Housing Solutions Officer posts, scale 5/6, with effect from 1 January 2021;
- (23) the establishment of 1, 29.6 hours per week, Housing Solutions Officer post, scale 5/6, with effect from 1 January 2021;
- (24) the establishment of the post of Housing Allocations Co-ordinator, scale 5/6, 37 hours per week, with effect from 1 January 2021;
- (25) the creation of the post of Environmental Health Officer, M9, 37 hours per week, with effect from 1 January 2021;
- (26) the creation of the post of Technical Assistant, scale 3/4, 37 hours per week, with effect from 1 January 2021;
- (27) the creation of the post of Accommodation Officer, scale 5/6, 37 hours per week with effect from 1 January 2021;
- (28) the re-designation of 37 hour per week post DV0725 Housing Support Assistant, scale 3, to Accommodation Compliance Officer, with effect from 1 January 2021;
- (29) the re-designation and re-grading of post DC103 from Scrutiny & Partnerships Manager, M7, to Policy, Scrutiny & Partnerships Manager, M6, with immediate effect;
- (30) the re-designation and re-grading of post DC106 from Economic Regeneration Manager, M7, to Strategic Economic Regeneration Manager, M6, with immediate effect;

- (31) the deletion of post DC0101 Chief Corporate Policy Officer, M5, with immediate effect; and
- (32) the ring fencing of the saving of £39,306 pending a further consideration of the establishment of Corporate Services in 2022/3.

The meeting ended at 8.45 pm