

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

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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: Democratic Services
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28 September 2020

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 online via Microsoft Teams on Tuesday, 6th October, 2020 commencing at 7.30 pm. Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

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

3. Minutes 9 - 10

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 17 June 2020

4. Urgent Items 11 - 12

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

5. Exclusion of Press and Public 13 - 14

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

6. Cessation of Option to have a Lease Car 15 - 18

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

This report recommends the cessation of the option to have a lease car for those who currently have a contractual entitlement to one; and that consideration is given to the purchase of a small electric or hybrid vehicle as a “mitigation measure” against health and safety risks that arise as a consequence as part of the Capital Plan process.

7. Establishment Changes 19 - 102

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

This report sets out for Members’ approval a number of establishment changes recommended by Management Team. Members should note that, in accordance with adopted conventions, all of the savings/costs referred to in this report reflect the salary at the top of the scale/grade plus associated on costs.

8. Urgent Items 103 - 104

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

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Wednesday, 17th June, 2020

Present: Cllr Mrs P A Bates, Cllr M D Boughton, Cllr M A Coffin, Cllr D J Cooper, 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, R P Betts, V M C Branson, N J Heslop, D W King, D Lettington, Mrs A S Oakley, M R Rhodes, H S Rogers and J L Sergison were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs F A Kemp (Chairman), L J O'Toole (Vice-Chairman), D A S Davis and W E Palmer

PART 1 - PUBLIC

GP 20/9 ELECTION OF CHAIRMAN

In the absence of both the Chairman and Vice-Chairman and in accordance with Committee Procedure Rule 14.7 (as set out in Part 4 of the Constitution) it was proposed by Councillor M Coffin, seconded by Councillor Mrs P Bates and

RESOLVED: That Councillor M Boughton be elected as Chairman of this meeting of the General Purposes Committee.

GP 20/10 DECLARATIONS OF INTEREST

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

GP 20/11 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 27 January 2020 be approved as a correct record and signed by the Chairman.

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

GP 20/12 ESTABLISHMENT CHANGES - MEDIA AND COMMUNICATIONS

The report of the Director of Central Services addressed the requirements for developing the Council's new website in support of its

Digital Strategy and post-pandemic reorientation. He reminded Members that the new website formed a central plank of the Council's strategy and goal of becoming a digital by default organisation. The report assessed the current approach to online content management and proposed centralising responsibility for this under a new post of Digital Content Manager within the Media and Communications team.

RESOLVED: That

- (1) a new full-time post of Digital Content Editor (Grade SO) be created within the Media and Communications Team with immediate effect; and
- (2) the budget be updated accordingly.

GP 20/13 SICKNESS ABSENCE POLICY

The Director of Central Services presented details of an amendment to the current Sickness Absence Policy and Procedure to incorporate the use of Tailored Adjustment Agreements to facilitate the rigorous formal tracking of "reasonable adjustments" agreed between line managers and employees with a disability. Details of the updated Section K to the Sickness Absence Policy and Procedure were set out within Annex 1.

RESOLVED: That the updated Sickness Absence Policy and Procedure, as set out at Annex 1 to the report, be adopted by Council.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 20/14 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.06 pm

Agenda Item 4

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

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Agenda Item 5

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.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Agenda Item 8

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