

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Monday, 25th January, 2021

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 W E Palmer, Cllr N G Stapleton and Cllr Mrs M Tatton

Councillors Mrs J A Anderson, R P Betts, V M C Branson, A E Clark, N J Heslop, F A Hoskins, D W King, D Lettington, P J Montague, Mrs A S Oakley, M R Rhodes, H S Rogers and R V Roud were also present pursuant to Council Procedure Rule No 15.21.

PART 1 - PUBLIC

GP 21/1 DECLARATIONS OF INTEREST

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

GP 21/2 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 1 December 2020 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 21/3 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 2021/22. 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 set out at 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, as set out at 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 21/4 ANNUAL REVIEW OF WHISTLEBLOWING POLICY

The report 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. It was noted that, to align with best practice, ownership of the Policy was being transferred to the Director of Central Services and Deputy Chief Executive as the officer responsible for personnel and Human Resources. Members were advised that this matter had also been considered by the Audit Committee at its meeting of 18 January 2021 (Minute number AU 21/6 refers).

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

MATTERS FOR CONSIDERATION IN PRIVATE

GP 21/5 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 21/6 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) post DA0301 be re-designated from Principal Administrator Democratic Services to Principal Democratic Services Officer, re-graded M7 (from M6) and the hours attached to the post be increased from 22.5 to 30 hours per week with immediate effect;

- (2) the hours pertaining to the vacated M9 post DA0304, Democratic Services Officer, be reduced from 29.5 to 22.5 hours per week with immediate effect;
- (3) a new full-time, scale 6, post of Animal Welfare Officer be established in the Licensing Team with immediate effect;
- (4) the release of the ring fenced sum of £10,000 in the Land Charges team, plus the saving of £8,353 resulting from the review of Democratic Services, be utilised to partially offset the cost of the establishment of the post of Animal Welfare Officer;
- (5) the hours pertaining to the post of Senior Revenue and Benefits Officer, agreed at the 1 December meeting of the Committee, be reduced from 37 to 27 hours per week, with effect from 1 March 2021;
- (6) the hours pertaining to the post of Senior Revenue and Benefits Recovery Officer, agreed at the 1 December meeting of the Committee, be reduced from 37 to 22 hours per week, with effect from 1 March 2021;
- (7) a new post of Senior Revenue and Benefits Officer (Processing), grade SO, 32 hours per week, be established with effect from 1 March 2021;
- (8) post DF0527, Overpayment Recovery Officer, scale 5/6, 22 hours per week, be deleted from the establishment with effect from 1 March 2021; and
- (9) a contingency provision of £13,750 be made in the re-structure of the Revenues and Benefits Team to enable further adjustments to working hours in the light of experience of the working reality of the proposed amended structure.

The meeting ended at 8.14 pm