

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
committee.services@tmbc.co.uk

27 September 2021

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 Council Chamber, Gibson Drive, Kings Hill on Tuesday, 5th October, 2021 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members are encouraged to participate online via MS Teams.

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

1. Apologies for absence

5 - 6

2. Declarations of interest 7 - 8

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting

3. Minutes 9 - 16

To confirm as a correct record the Minutes of the meetings of General Purposes Committee held on 16 June, 13 July and 27 July 2021.

4. Urgent Items 17 - 18

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 19 - 20

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. Establishment Report 21 - 40

This report sets out for Members' approval a number of establishment changes recommended by the 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.

7. Urgent Items 41 - 42

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 M R Rhodes (Chairman)
Cllr B J Luker (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 N J Heslop
Cllr M A J Hood
Cllr D Lettington
Cllr W E Palmer
Cllr R V Roud
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, 16th June, 2021

Present: Cllr Mrs F A Kemp (Chairman), Cllr L J O'Toole (Vice-Chairman), Cllr D A S Davis, Cllr B J Luker, Cllr W E Palmer, Cllr R V Roud and Cllr Mrs M Tatton

Councillors Mrs J A Anderson, R P Betts, V M C Branson, Mrs T Dean, N J Heslop, D Lettington, Mrs A S Oakley, M R Rhodes and H S Rogers participated via MS Teams and joined the discussion when invited to do so by the Chairman in accordance with Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs P A Bates, Mrs S Bell, M D Boughton, M A Coffin, D J Cooper, M A J Hood and K King.

(Note: As Councillors S Bell, D Cooper and M Hood were unable to attend in person and participated via MS Teams, they were unable to vote on any matters).

PART 1 - PUBLIC

GP 21/16 DECLARATIONS OF INTEREST

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

GP 21/17 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 23 March 2021 be approved as a correct record and signed by the Chairman.

DECISIONS TAKEN UNDER DELEGATED POWERS

GP 21/18 TRANSITIONAL WORKING ARRANGEMENTS FOR COVID-19 RECOVERY POLICY

The report of the Director of Central Services and Deputy Chief Executive proposed a fundamental review of the Council's existing Homeworking Policy (Annex 1) and presented for Member consideration a new policy to replace this in Annex 2 entitled Transitional Working Arrangements for Covid-19 Recovery (including Homeworking and Hybrid Working).

During consideration, Members challenged the robustness of IT systems for home working, the effectiveness of the customer base and the retention of some office based working.

RESOLVED: That

- (1) the Transitional Working Arrangements for Covid-19 Recovery Policy and Procedure (including Homeworking and Hybrid Working), as set out in Annex 2 to the report, be endorsed.
- (2) the Transitional Working Arrangements for Covid-19 Recovery Policy and Procedure (including Homeworking and Hybrid Working) as set out in Annex 2 to the report be commended to Council for adoption.

MATTERS SUBMITTED FOR INFORMATION

GP 21/19 GENDER PAY GAP 2019/20

The report of the Director of Central Services summarised the legislative context for gender pay gap reporting and incorporated the outcomes of the Council's gender pay gap analysis for 2019-20.

RESOLVED: That the report be received and noted.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 21/20 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

GP 21/21 ESTABLISHMENT CHANGES

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

The report of the Director of Central Services and Deputy Chief Executive 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 regrading of the 22.5 hours per week post of Private Sector Housing Initiatives Officer DV0907 from scale 6/SO to SO/M9 to be backdated to 1 January 2021;
- (2) the establishment of a new full-time role of Senior Development Obligations Officer SO with immediate effect;
- (3) the redesignation of the existing post of Senior Planning Technician DJ0321 to Development Obligations Officer;
- (4) the hours of the part time post of Principal Planning Officer DJ0318 (M8) be increased from 22.5 to 24 hours per week with immediate effect;
- (5) the establishment of a 2-year fixed term full time post of Senior Planning Officer M9 with immediate effect;
- (6) the increase in the hours of post DJ0140 Landscape Officer M9 from 22.5 to 37 per week with immediate effect; and
- (7) the deletion of the 2 full time scale 3/4 posts of Apprenticeship Planner DJ0171 and DJ0172 from the Establishment.

The meeting ended at 8.54 pm

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TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Tuesday, 13th July, 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 B J Luker, Cllr W E Palmer, Cllr R V Roud and Cllr Mrs M Tatton

Councillors Mrs J A Anderson, M C Base, R P Betts, T Bishop, N Foyle, V M C Branson, G C Bridge, R I B Cannon, A E Clark, R W Dalton, M O Davis, Mrs T Dean, H S Rogers, S M Hammond, P M Hickmott, F A Hoskins, S A Hudson, A P J Keeley, D Keers, A Kennedy, D W King, K King, J R S Lark, D Lettington, Mrs R F Lettington, P J Montague, Mrs A S Oakley, M R Rhodes, J L Botten, J L Sergison, T B Shaw and K B Tanner were also present pursuant to Council Procedure Rule No 15.21.

(Note: As Councillor K King was unable to attend in person and participated via MS Teams, she was unable to vote on any matter).

PART 1 - PUBLIC

GP 21/22 DECLARATIONS OF INTEREST

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

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 21/23 BOUNDARY COMMISSION REVIEW - WARDING PATTERNS SUBMISSION

The report of the Chief Executive provided an overview of the recommendations of the Electoral Review Working Group meetings held on 10 and 28 June 2021. The recommendation of the Electoral Review Working Group to Council was the adoption of 'Option 1' as set out in Appendix 1.

It was proposed by Councillor M Boughton and seconded by Councillor M Coffin that an amendment to the recommendation be made as set out in the appendix to the Minutes. Members gave careful consideration to the options set out, giving due regard to the Boundary Commission criteria - the need to secure electoral quality, ensure that the identities of local communities are reflected and enable effective and convenient local government.

RECOMMENDED: That

- (1) the report be noted; and
- (2) the amended recommendation, as appended to the minutes, be recommended to Council.

***Referred to Council**

MATTERS FOR CONSIDERATION IN PRIVATE

GP 21/24 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.32 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Tuesday, 27th July, 2021

Present: Cllr M R Rhodes (Chairman), Cllr B J Luker (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 N J Heslop, Cllr M A J Hood, Cllr D Lettington, Cllr W E Palmer and Cllr R V Roud participated via MS Teams as the meeting could not be held in the Council Chamber.

Councillors Mrs J A Anderson, V M C Branson, R I B Cannon, A E Clark, N Foyle, S A Hudson, D Keers, Mrs F A Kemp, P J Montague, Mrs A S Oakley, H S Rogers, J L Sergison, N G Stapleton and D Thornevell participated via MS Teams and joined the discussion when invited to do so by the Chairman in accordance with Council Procedure Rule No 15.2.

An apology for absence was received from Councillor Mrs M Tatton

PART 1 - PUBLIC

GP 21/25 DECLARATIONS OF INTEREST

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

DECISIONS TAKEN UNDER DELEGATED POWERS

GP 21/26 PARLIAMENTARY CONSTITUENCIES BOUNDARY REVIEW

The Director of Central Services and Deputy Chief Executive provided advice on the procedural arrangements for the meeting following the change from holding it in the Council Chamber to via Microsoft Teams.

The report of the Chief Executive provided details of the initial proposals contained in the review of Parliamentary Constituencies published by the Boundary Commission for England (BCE) on 8 June 2021. It was noted that the 8-week public consultation period would conclude on 2 August 2021. Members were reminded that, at its meeting held on 13 July 2021, Council had agreed that the General Purposes Committee should consider the proposals and had given delegated authority to the Chief Executive, in consultation with the Leader and Deputy Leader, to submit the Council's response to the BCE. The Commission's Guide to the review was attached at Annex 1 to the report while the proposals for the Constituencies encompassing the Borough were set out at Annex 2 to the report.

Members expressed a number of concerns about the fragmentation of communities which could arise from the proposals, acknowledged the difficulty in reaching a consensus on all matters at the meeting and offered to provide full details of their concerns to the Chief Executive to assist in the preparation of the response to the BCE. During the discussion it was proposed by Councillor Heslop, seconded by Councillor Palmer and agreed that the Chairman of the General Purposes Committee should be included in the consultation by the Chief Executive in her preparation of the response to be submitted to the BCE.

RESOLVED: That the issues raised at and provided post the meeting inform the Borough Council's response to the Consultation to be submitted by the Chief Executive in consultation with the Leader, Deputy Leader and the Chairman of the General Purposes Committee.

MATTERS FOR CONSIDERATION IN PRIVATE

GP 21/27 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 8.11 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 7

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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