

TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

Tuesday, 1st December, 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 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, M C Base, R P Betts, A E Clark, N J Heslop, S A Hudson, D Lettington, Mrs A S Oakley, M R Rhodes and H S Rogers were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors M D Boughton and D A S Davis

PART 1 - PUBLIC

GP 20/20 DECLARATIONS OF INTEREST

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

GP 20/21 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 6 October 2020 be approved as a correct record and signed by the Chairman.

MATTERS SUBMITTED FOR INFORMATION

GP 20/22 ANNUAL HEALTH AND SAFETY REPORT

The Annual Corporate Health and Safety report summarised significant activity, key developments and achievements for the period 1 April 2019 to 31 March 2020.

Members welcomed the progress made on the management of Lone Working and were pleased to note that the level of incidents reported remained at a reasonable level. The two categories most reported during this period related to slips, trips and falls and violence, abuse and harassment with no particular trends identified. The objectives for 2020/21 were outlined and particular reference was made to the need to provide Corporate Health and Safety support to the organisation as it worked through the impact of the Covid-19 pandemic.

MATTERS FOR CONSIDERATION IN PRIVATE**GP 20/23 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 20/24 ESTABLISHMENT REPORT**

(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 deletion of post DF0503, Benefits Office Supervisor, scale 5/6, 32 hours per week, with effect from 1 March 2021;
- (2) the deletion of post DF0504, Benefits Customer Support Assistant, scale 2/3, 37 hours per week, with effect from 1 March 2021;
- (3) the deletion of the posts of Benefits Assistants, scale 2/4: DF0505 (22.5 hours per week), DF0506 (26 hours per week), DF0507 (37 hours per week), DF0512 (37 hours per week), DF0525 (37 hours per week), DF1001 (37 hours per week), with effect from 1 March 2021;
- (4) the deletion of post DF0520, Administrative Assistant, scale 2/3, 37 hours per week, with effect from 1 March 2021;
- (5) the deletion of post DF0530, Overpayments Recovery Clerk, scale 1/2, 37 hours per week, with effect from 1 March 2021;
- (6) the deletion of post DF1004, Administrative Assistant, scale 2/3, with effect from 1 March 2021;

- (7) the deletion of the posts of Revenue Assistants, scale 2/4, 37 hours per week: DF0904, DF0905, DF0908, DF0912, DF0917, DF0920, with effect from 1 March 2021;
- (8) the deletion of post DF0911, Senior Revenue Officer, scale 4/6, 37 hours per week, with effect from 1 March 2021;
- (9) the deletion of post DF0916, Revenue Clerk, scale 2/4, 37 hours per week, with effect from 1 March 2021;
- (10) the deletion of post DF0918, Senior Revenue Officer, scale 5/6, 27 hours per week, with effect from 1 March 2021;
- (11) the deletion of post DF0919, Inspector, scale 3/4, 37 hours per week, with effect from 1 March 2021;
- (12) the deletion of post DF0518, Benefits Assurance Officer, scale 5, 37 hours per week, with effect from 1 March 2021;
- (13) the creation of the post of Senior Revenue and Benefits Officer, grade SO, 37 hours per week, with effect from 1 March 2021;
- (14) the creation of the post of Senior Revenue and Benefits Recovery Officer, grade SO, 37 hours per week, with effect from 1 March 2021;
- (15) the creation of the post of Systems Administration Officer, scale 5/6, with effect from 1 March 2021;
- (16) the creation of the post of Business Rates Officer/Inspector, scale 5/6, 37 hours per week, with effect from 1 March 2021;
- (17) the creation of the post of Appeals and Assurance Officer, scale 5/6, 37 hours per week, with effect from 1 March 2021;
- (18) the creation of six, 37 hours per week, posts of Revenue and Benefits Officer, scale 3/4/5, with effect from 1 March 2021;
- (19) the creation of one post of Revenue and Benefits Officer, 22.5 hours per week, scale 3/4/5, with effect from 1 March 2021;
- (20) the creation of one post of Revenue and Benefits Officer (Recovery), 37 hours per week, scale 3/4/5, with effect from 1 March 2021;
- (21) the creation of one post of Revenue and Benefits Administrative Assistant, scale 2/3, 37 hours per week, with effect from 1 March 2021;

- (22) the creation of one post of Revenue and Benefits Administrative Assistant – Business Rates, scale 2/3, 37 hours per week, with effect from 1 March 2021;
- (23) the creation of the post of Recovery Assistant, scale 2/3, 37 hours per week with effect from 1 March 2021;
- (24) the re-designation of post DF0929 (scale 5/6, 37 hours per week) from Senior Revenue and Benefits Liaison Officer to Revenue and Benefits Liaison Officer with effect from 1 March 2021;
- (25) the reduction in hours of post Clerical Support Officer (scale 1/2) from 37 to 22.2 hours per week with effect from 1 March 2021;
- (26) the creation within the Customer Services team of the scale 2/3 posts of Customer Services Adviser, DB0397 (30 hours per week) and DB0398 (37 hours per week) with immediate effect;
- (27) the deletion of post DA1004, Head of Buildings, Facilities and Administration Services, M6, 37 hours per week, with immediate effect;
- (28) the deletion of post DA1101, Estates Manager, M6, 37 hours per week, with immediate effect;
- (29) the establishment of a new post of Head of Administration and Property Services, M5, 37 hours per week, with immediate effect;
- (30) the establishment of a new post of Estates Surveyor, M9, 37 hours per week, with immediate effect;
- (31) the deletion of the post of Principal Solicitor Litigation, DR0007, M5, 37 hours per week, with immediate effect;
- (32) the deletion of the post of Principal Solicitor, DR0009, M5, 20 hours per week, with immediate effect;
- (33) the establishment of the new post of Head of Legal Services, M4, 37 hours per week, with immediate effect; and
- (34) the establishment of the new post of Solicitor, M6, 20 hours per week, with immediate effect.

The meeting ended at 8.25 pm