

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

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

7 June 2022

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 Wednesday, 15th June, 2022 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or 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

1. Guidance for the Conduct of Meetings

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PART 1 - PUBLIC

2. Apologies for absence
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Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting

5. Minutes 11 - 14

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 22 March 2022

Matters for Recommendation to the Council

6. Workforce Strategy 15 - 28

An updated Workforce Strategy is presented for consideration and reviews progress in achieving the previously identified improvement priorities and identifies actions to be implemented in the period April 2022 – March 2023. The updated Workforce Strategy in Annex 1 also contains the statutory equality monitoring required by the Equality Act 2010.

7. Proposals for Review of Polling Districts and Polling Places 29 - 56

Following receipt of the final recommendations for the warding arrangements, from the Local Government Boundary Commission for England, a Polling District & Polling Place review needs to be undertaken to implement the changes to the warding arrangements and ensure the Polling Districts lie within the Parish, Ward and Constituency boundaries.

8. Urgent Items 57 - 58

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

9. Exclusion of Press and Public 59 - 60

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.

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Decisions to be taken under Delegated Powers

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| 10. | Establishment Report | 61 - 68 |
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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 (Chair)
Cllr B J Luker (Vice-Chair)

Cllr Mrs P A Bates
Cllr Mrs S Bell
Cllr A E Clark
Cllr M A Coffin
Cllr D J Cooper
Cllr D A S Davis

Cllr N J Heslop
Cllr D Keers
Cllr D Lettington
Cllr W E Palmer
Cllr R V Roud
Cllr Mrs M Tatton

GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) All meetings of the Borough Council will be livestreamed to YouTube here, unless there is exempt or confidential business be discussed:

<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxjAPfw/featured>
- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmbc.gov.uk in the first instance.

Attendance:

- Members of the Committee/Advisory Board are required to attend in person and be present in the meeting room. Only these Members are able to move/ second or amend motions, and vote.
- Other Members of the Council can join via MS Teams and can take part in any discussion and ask questions, when invited to do so by the Chairman, but cannot move/ second or amend motions or vote on any matters. Members participating remotely are reminded that this does not count towards their formal committee attendance.
- Occasionally, Members of the Committee/Advisory Board are unable to attend in person and may join via MS Teams in the same way as other Members. However, they are unable to move/ second or amend motions or vote on any matters if they are not present in the meeting room. As with other Members joining via MS Teams, this does not count towards their formal committee attendance.
- Officers can participate in person or online.
- Members of the public addressing an Area Planning Committee can participate in person or online. Please contact committee.services@tmbc.gov.uk for further information.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is done as a roll call and confirms attendance of voting Members.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.
- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

Voting:

Voting may be undertaken by way of a roll call and each Member should verbally respond For, Against, Abstain. The vote will be noted and announced by the Democratic Services Officer.

Alternatively, votes may be taken by general affirmation if it seems that there is agreement amongst Members. The Chairman will announce the outcome of the vote for those participating and viewing online.

General Purposes Committee – Substitute Members (if required)

	Conservative	Liberal Democratic	Green	Ind. Kent Alliance	Note
1	Robert Cannon	Garry Bridge	Anna Cope	Tim Shaw	
2	Mark Davis	Trudy Dean	Mark Hood	Mike Taylor	
3	Dan Harman	Frani Hoskins	Nick Stapleton		
4	Andrew Kennedy	Anita Oakley			
5	Dennis King	David Thornewell			

Members of Cabinet cannot be appointed as a substitute to this Committee

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

MINUTES

Tuesday, 22nd March, 2022

Present: Cllr M R Rhodes (Chairman), Cllr B J Luker (Vice-Chairman), Cllr Mrs P A Bates, Cllr Mrs S Bell, Cllr A E Clark, Cllr D J Cooper, Cllr D A S Davis, Cllr D Keers, Cllr W E Palmer, Cllr R V Roud, Cllr Mrs M Tatton and Cllr D W King.

Councillor M A J Hood was also present in the Council Chamber pursuant to Council Procedure Rule No. 15.21.

Councillors Mrs J A Anderson, R P Betts, M D Boughton, V M C Branson, Mrs A S Oakley and J L Sergison 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.

An apology for absence was received from Councillor N J Heslop (substituted by Cllr D W King).

PART 1 - PUBLIC

GP 22/10 DECLARATIONS OF INTEREST

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

GP 22/11 MINUTES

RESOLVED: That the Minutes of the meeting of the General Purposes Committee held on 31 January 2022 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE COUNCIL

GP 22/12 REVIEW OF CODE OF CONDUCT

The report of the Monitoring Officer invited Members to consider revisions to the existing Code of Conduct in light of the Model Code of Conduct produced by the Local Government Association. A copy of the Local Government Association model code was attached at Annex 1, the existing Tonbridge and Malling Code at Annex 2 and a table comparing the differences between the codes at Annex 3.

RECOMMENDED: That the revised Code of Conduct as set out at Annex 4 to the report, be commended to Council for adoption.

DECISIONS TO BE TAKEN UNDER DELEGATED POWERS**GP 22/13 OFFICER CODE OF CONDUCT AND ANTI BULLYING AND HARASSMENT PROCEDURE**

The report of the Director of Central Services and Deputy Chief Executive sought approval of a number of updates to the Officer Code of Conduct and the Anti-Bullying and Harassment Procedure. An audit of the ethical culture within the Borough Council had recommended that amendments be made to both the Officer Code of Conduct and the Anti-Bullying and Harassment Procedure and the proposed amendments had been considered by Management Team and the Joint Employee Consultative Committee. The revised Code of Conduct and the revised procedure were attached at Annexes 1 and 2 respectively.

RESOLVED: That the amendments to the Officer Code of Conduct and Anti-Bullying and Harassment Procedure be approved.

MATTERS SUBMITTED FOR INFORMATION**GP 22/14 REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

The report of the Chief Executive advised that following receipt of the final recommendations from the Local Government Boundary Commission for England, a Polling District and Polling Place review needed to be undertaken to implement the changes to the warding arrangements.

RESOLVED: That the report be received and noted.

MATTERS FOR CONSIDERATION IN PRIVATE**GP 22/15 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**GP 22/16 ESTABLISHMENT REPORT**

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

- (1) post DG2010 Environmental Projects Co-ordinator 37 hours be redesignated Cleaner Borough Co-ordinator and the hours of the post reduced to 18.5 hours; and
- (2) post DJ0302 Planning Policy Manager be regraded from M5 to M6 and that the saving be ringfenced for 12 months to allow for a review of the wider management of the Planning service.

The meeting ended at 7.59 pm

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TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

15 June 2022

Report of the Director of Central Services & Deputy Chief Executive

Part 1- Public

Matters for Recommendation to Council

1 WORKFORCE STRATEGY UPDATE

- 1.1 The Workforce Strategy (formerly known as the Human Resources Strategy) provides an overview of the Council's approach to managing its employees. It is usually updated annually to identify "improvement priorities", such as changes to the Council's HR policies.
- 1.2 The Workforce Strategy was last updated in June 2019. Due to the pandemic the authority's approach to strategic Human Resource planning had of necessity been agile. The HR Manager attended the weekly meetings of MT to support in "real time" MTs decisions regarding the rapidly changing needs of the deployment of staff, the engagement of part time staff and changes to the Council's permanent establishment.
- 1.3 The updated Workforce Strategy attached as **Annex 1** to this report reviews progress in achieving the previously identified improvement priorities and identifies actions to be implemented in the period April 2022 – March 2023. The updated Workforce Strategy in Annex 1 also contains the statutory equality monitoring required by the Equality Act 2010.
- 1.4 Members will be aware of the Local Government Association's Peer Challenge Review which took place in January 2022 and the subsequent recommendation (reported to Cabinet on 27 April 2022) in respect of the Workforce Strategy: -
- 'Recognise and reinvigorate the workforce, with a focus on the right skills and right resources in the right place to deliver the transformation agenda. Develop a new Comprehensive Workforce Strategy incorporating the Council's new ways of working post COVID-19.'*
- 1.6 The latter element of the recommendation i.e., relating to the new ways of working post COVID-19 will be addressed at the next meeting of the General Purposes Committee when it is proposed to update Members on the trial working arrangements and bring forward proposals for longer-term working.

- 1.7 The report of the Peer Review team also made a specific recommendation in respect of the Corporate Strategy, namely to “*Co-develop a refreshed Corporate Strategy, based on resident engagement, with clear outcomes, focussed on delivering for the community*”. Once this piece of work is finalised then it will be appropriate to review the Workforce Strategy to ensure that it is in consonance with the new Corporate Strategy.

2. Overview of updates to the Workforce Strategy

- 2.1 Section 2 of the updated Workforce Strategy details the changes to the way that the majority of staff carry out their role by working remotely. This is a key priority for HR and work is underway in developing a long-term policy to ensure that staff can be deployed remotely without any impact on productivity.
- 2.2 Section 3 of the Workforce Strategy details progress against the previously identified improvement priorities.
- 2.3 Section 4 of the Workforce Strategy reports the outcomes of equality monitoring of staffing issues in 2021/22. The Council’s Management Team have not discerned any evidence of discrimination against any of the protected characteristic groupings listed in the Equality Act 2010.
- 2.3 Section 5 of the Workforce Strategy advises the Committee of the improvement priorities that have been so far identified for 2022/23.

3 Legal Implications

- 3.1 The reporting of the outcomes of the Council’s HR equalities monitoring is a statutory requirement of the Equalities Act 2010.

4 Financial and Value for Money Considerations

- 4.1 All of the actions listed in Section 5 of the attached Annex will be resourced from existing budgets. Every opportunity will be taken to resource items such as training from relevant workshops that are provide best value for money.

5 Risk Assessment

- 5.1 The Workforce Development Plan in Section 5 of the Workforce Strategy complies with one of the recommended requirements of the Annual Governance Statement (part of the statement of accounts). It is imperative that the Council can demonstrate that its staff are appropriately qualified and suitably skilled.

6 Equality Impact Assessment

- 6.1 The reporting of the outcomes of the Council’s HR equalities monitoring is a statutory requirement of the Equalities Act 2010.

7 Policy Considerations

7.1 The Pay Policy Statement

8 Recommendations

8.1 The Committee is commended to note the outcomes of the equality monitoring as reported in Section 4 of the HR Strategy and to recommend the Workforce Strategy to Council for approval.

Background papers:

Nil

contact: Mathew Brooks
Head of HR & Development

Adrian Stanfield
Director Central Services & Deputy Chief Executive

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Workforce Strategy

June 2022

1 The Council's Vision

The Council's vision as set out in the Corporate Strategy is:

To be a financially sustainable Council that delivers good value services, provides clear leadership and, with our partners, addresses the needs of the Borough.

2 Workforce Strategy

The Workforce Strategy is about recognising and developing the crucial contribution of every employee. This is prompted by the expectation/aspiration that all employees will:

- be customer focused
- be corporately aware
- demonstrate a "can do" approach to work
- appreciate the Council as a good employer
- consider themselves as colleagues in a joint endeavour to achieve the corporate vision.

The Workforce Strategy will be updated annually and will identify improvement priorities for the year ahead.

The annual update will also report on the achievement of the improvement priorities identified the previous year, and on the outcomes of the previous year's equal opportunities monitoring.

Four key "building blocks" are used to inform and direct human resource activities. These are:

- Leadership and Management
- Effective Recruitment and Retention
- Communication and Team Working
- Workforce Development.

The Sections below provide an overview of the Council's current approaches to developing these "building blocks".

Leadership and Management Development

- We want managers and supervisors throughout Tonbridge & Malling Borough Council to meet their responsibilities to their colleagues by providing leadership, direction, purpose and support.
- Managers and supervisors will be expected to proactively seek out opportunities for service transformation and to set standards.
- All managers and supervisors will contribute to developing an organisational climate that encourages innovation, by encouraging their staff to engage positively in service transformation and in developing new ways of working.
- Corporate working will be promoted throughout the Council.
- All managers and supervisors will be expected to behave in accordance with the Council's Supervisory and Management Capability Checklists.
- Up to date advice, training and support on Council policies and procedures for dealing with a range of employee relations issues will ensure consistency of management style.

- New managers and supervisors will be equipped for their role by participating in appropriate training and development activities.
- Throughout their careers with the Council managers and supervisors will have opportunities to attend training and development events that reflect their responsibilities.

Effective Recruitment & Retention

We want an employment package that attracts and retains capable people who are committed to delivering excellent services to the community.

- We will balance internal progression with external recruitment so that the Council continuously reinvigorates its talent pool, and that appropriate succession planning ensures an appropriately skilled workforce for the future.
- We will endeavour to attract suitable applicants by clear job descriptions, person specifications and advertisements. Promoting new flexible, hybrid and remote ways of working will be key to the effective recruitment of hard to fill posts.
- There will be a fair and consistent recruitment and selection framework that supports diversity within the workforce and that is regularly inspected by our internal audit team. Our workforce broadly reflects the ethnic and gender distribution of the residents of the borough.
- We will offer employees a fair and competitive rate for the job that reflects the principles of equal pay. We will ensure equal status for part-time staff. In 2021/2022 of a workforce of 249 permanent employees, 86 were employed on a part time basis.
- Wherever possible, we will offer employees flexible working opportunities that reflect the diversity of the workforce and facilitate a healthy Work Life Balance. The Council has adopted transitional working arrangements with the majority of its workforce working remotely on a regular basis. Work is being undertaken on developing a long-term strategy and policy to further enable and embed remote working within the organisation. A remote working policy will be presented to Members for approval during 2022.
- We will ensure that all working environments are safe and healthy.
- We will foster a supportive management ethos that recognises and values everyone's contribution.
- We will offer employees suitable training and development opportunities.

Communication and Team Working

We want to create a climate of trust, honesty and involvement. We recognise the need for open and honest two-way communication.

- We will maintain a system of annual individual appraisals and regular team briefings across the organisation.
- We will maintain a constructive relationship with accredited employee representatives and the Trade Union (Unison). There is an effective Joint Employee Consultative Committee which provides an opportunity for elected members, managers and employees to debate staffing issues.
- We will honour the Council's commitment to trust, honesty and involvement by working through employee relations issues according to the procedures specified in the Grievance, Disciplinary, Capability, Anti-Bullying and Harassment and Confidential Reporting Codes of Practice/Procedures.

- We will ensure that corporate information is easily accessible and will continue to develop the use of information technology for this purpose. All employees can access relevant corporate policies and e-learning modules on the Council’s intranet. The Council has invested in a much-improved e-learning system which will be made available to staff in June 2022. Due to the increase of remote working, online learning will be a vital tool to ensure that staff continue to develop in their role and gain a greater understanding of the Council’s key priorities and policies.
- We will encourage development of a culture of corporate and co-operative working across the Council. Training around better utilising IT platforms such as Microsoft Teams is a priority in order to help remote workers to work collaboratively, improve knowledge and idea sharing as well as improving communication amongst team members.
- We will encourage employees to influence the shape of future service delivery in an environment that embraces transformation and partnership working.

Workforce Development

We want employees to know how their contribution fits into the bigger picture, and to have the skills, knowledge and information they need to do their job effectively. We want them to feel committed to the Council and to enjoy coming to work.

- We will provide new employees with information about their job and employment package.
- Every new employee will undergo a customised induction process.
- All employee’s will have an annual performance appraisal which will review their performance over the past year, set personal objectives for the year ahead, and identify any training and development needs.
- All employees will have access to training and development activities that are linked with their individual objectives as well as those of the service to which they belong.
- We will deal firmly and fairly with poor performance.
- On return from absence due to sickness, all employee’s will engage in a return-to-work interview with their line manager that will attempt to identify any organisational factors which may have contributed towards their illness.

3 Review of Corporate Development Priorities

Action	Progress
<p><u>Developing leadership capacity</u></p> <p>i) Provide structured development opportunities that enhance management capacity and enable succession planning that takes account of the anticipated departure of many senior staff over the next 5 years.</p>	<p>A number of staff have been promoted into more senior positions which have involved taking online management responsibility and have completed “People Management Skills” and “Team Leadership” training.</p> <p>Many other opportunities have been taken to develop managerial capacity through project work, work shadowing and online learning.</p>

<p><u>Developing the skills and capacity of the workforce</u></p> <p>i) Support the development of appropriate officers in skill sets required to meet current legislation/service requirements.</p>	<ul style="list-style-type: none"> ➤ There have been 1,232 instances of employees undertaking online training, online seminars, workshops, and e-learning courses. <i>(The total is likely to be significantly higher than this due to professional development online seminars being free of charge which staff can book directly onto)</i> ➤ There have been 85 instances of staff attending external training and development events or courses. (The impact of the pandemic has meant a large number of courses moved to online learning during the past 12 months). ➤ A Planning Officer and Building Control Officer completed their Masters degrees and have progressed within their teams.
<p><u>Organisational development</u></p> <p>i) Continue to re-align the Council's Establishment with its re-defined priorities.</p> <p>ii) Continue to develop the knowledge base of elected Members in response to changes in legislation, Government initiatives etc.</p>	<ul style="list-style-type: none"> ➤ 51 adjustments to job roles, have been agreed at the meetings of the General Purposes Committee in June, and October 2021 and January and March 2022. ➤ Officers have provided Member briefings on a range of topics such as planning (including the Local Plan), housing and licensing, at Committee and Advisory Board meetings.
<p><u>Resourcing, recruitment and retention</u></p> <p>i) Provide work placements to local schools.</p> <p>ii) Explore opportunities for providing apprenticeship placements.</p>	<ul style="list-style-type: none"> ➤ Due to the pandemic, it has not been possible to arrangement work placements with schools during the past 12 months. ➤ Staff in the Revenues and Benefits team in Financial Services have worked towards achieving their IRRV's Higher Level Revenue & Benefits Practitioner Apprenticeship (Level 4).

	<ul style="list-style-type: none"> ➤ Two Members of the Building Control team will commence CIOF Level 3 Certificate in Technical Support for Public Service Building Standards in July 2022. ➤ The Council continues to consider whether or not vacancies for posts provide suitable apprenticeship opportunities and will promote such opportunities when they arise.
<p><u>Pay and Reward</u></p> <p>The Council continues to align its pay settlements with those set elsewhere in the Public Sector.</p>	<p>The Council awarded a 2% pay settlement for 2022/23.</p>

4 Equalities Monitoring 2021/22

In accordance with Equality legislation, the Authority is legally obliged to consider how our activities as an employer affect people who share different protected characteristics.

The information included in the tables below shows the outcomes of this monitoring for the period 2021/22.

For the sake of comparison, a percentage analysis of the demographic profile of the Borough according to gender, ethnicity and disability is shown in Table 10 and a breakdown of the race, disability, gender and age distributions of the workforce in Tables 11 & 12.

In accordance with commitments made in the Equality Impact Assessment of the Flexible Working Policy the outcomes of the monitoring of the return rates from maternity leave and applications for flexible working are included in Tables 8 & 9.

Table 1 – Analysis of applications for jobs

Total Applicants	484	
Male	230	47.52%
Female	254	52.48%
Disabled	18	3.72%
Ethnic Minority	35	7.23%

Shortlisted	160	
Male	75	46.87%
Female	85	53.13%
Disabled	9	5.62%
Ethnic Minority	12	7.5%

Appointed	29	
Male	13	44.83%
Female	16	55.17%
Disabled	2	6.90%

Ethnic Minority	3	10.34%
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*Data pertaining to gender and ethnicity is not shared with recruiting managers and is requested by applicants for monitoring purposes only. The Council is a 'Disability Confident' Employer and guarantees to offer an interview to candidates who declare themselves to have a disability, and who meet the essential criteria set out within the person specification of the post. The nature of the disability is not requested and therefore it is not shared with the recruiting manager.

Table 2 – Analysis of Promotions

Promotions	14	
Male	5	35.71%
Female	9	64.29%
Disabled	1	7.14%
Ethnic Minority	1	7.14%

Table 3 – Analysis of Disciplinary Hearings

Hearings	3	
Male	1	33.33%
Female	2	66.66%
Disabled	0	0
Ethnic Minority	0	0

Table 4 – Analysis of Capability Hearings

Hearings	1	
Male	1	100%
Female	0	0
Disabled	0	0
Ethnic Minority	0	0

Table 5 – Analysis of Grievance Hearings

Cases	1	
Male	0	0
Female	1	100%
Disabled	1	100%
Ethnic Minority	0	0

Table 7 – Applications for changes to working patterns and flexible working, and success rates

Nature of the request	Requests	Requests granted
Flexible retirement	0	0
Reduction/increase in working hours or change in working pattern	6	6

Table 8 – Return rates from maternity leave

Category	Number
Number of employees on maternity leave in 21/22	2
Number still on maternity leave in 22/23	2
Number of employees who left the Council's employment on or shortly after returning from maternity leave	0
Number who returned to employment with the Council in 21/22	0

Table 9 – Demographic analysis of the Borough

Equality Characteristic	Percentage
Male	48
Female	52
White	96
Ethnic Minority	4
Permanently sick or disabled	3

Table 10 – Gender, disability and race distribution of the workforce

On 31 March 2022 there were 249 employees, of which 86 were part time.

Equality Characteristic	Headcount
Gender	Male – 97 (39%) Female – 152 (61%)
Disability	Employees who consider themselves to be disabled – 9 (3.61%)
Ethnicity	White – 201 (80.72%) Black – 4 (1.61%) Asian or Asian Black – 5 (2.01%) Other Asian – 0 Mixed – 1 (0.40%) Unknown – 38 (15.26%)

Note – any discrepancies in the totals above are due to employees not disclosing personal information.

Table 11 – Age distribution of the workforce

Age range	Number of employees
Up to 19	0
20 - 25	5 (2.01%)
26 - 35	33 (13.25%)
36 - 45	49 (19.68%)
46 - 55	98 (39.36%)
56 - 65	51 (20.48%)
Over 65	13 (5.22%)

5 Workforce Development Plan April 2022 – March 2023

Developing leadership capacity

- Continue with the provision of structured development opportunities that enhance our management capacity and enable succession planning that takes account of the potential departure of many experienced staff over the next five years.

Developing the skills and capacity of the workforce

- Continue to support the ongoing professional development of staff, and to equip them with the knowledge and skills required to deliver services, to respond to changes introduced by the Government, and to the Council's transformation agenda. Specific areas of need will be identified during the 2022/23 performance appraisal process.
- Develop a remote working policy which ensures that the Council continues to provide the best possible services to all of its residents and customers by ensuring that staff work effectively and productively wherever they are based.
- Ensure training is available to all staff and managers in order to maximise the effectiveness of new ways of working and to ensure that technology is utilised to its maximum potential in support of this.
- Continue to equip staff with the digital skills required to support changes in the way we work.
- Continue to equip staff with the knowledge and skills required to support the Council's Emergency Plan.

Organisational Development

- Consider the impact on the Council's policies of any proposals from the Government to amend existing employment legislation and re-align the Council's HR policies with the timetable for any proposed amendments.
- Continue to provide briefings for Members on legislative change etc. at Committee meetings and Advisory Boards, and, where appropriate commission dedicated training sessions on cross cutting corporate issues.

Resourcing, recruitment & retention

- Continue to re-align the Council's Establishment to address shifting requirements for service delivery.
- Continue to explore alternative service delivery models.
- Develop a bespoke recruitment strategy on a case-by-case basis for hard to fill posts.
- Continue to ensure that work placements are provided to local schools.
- Continue to explore opportunities for offering apprenticeships within the Council.
- Identify roles for new recruits to the Council in the Council's Emergency Plan.

Pay and Reward

- Review the Pay Policy Statement (by March 2023).
 - Track the benefits package offered by our competitors for staff and review salaries in line with the term in employee's contracts of employment which reads "your salary will be revised on 1 April each year by an amount determined by the Authority having regard to movements in the Retail Price Index, comparative pay settlements and prevailing economic conditions" (by March 2023).
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Tonbridge and Malling Borough Council
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME19 4LZ

TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

15 June 2022

Report of the Chief Executive

Part 1- Public

Matters for Information

1 DRAFT PROPOSALS FOR REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Following receipt of the final recommendations for the warding arrangements, from the Local Government Boundary Commission for England, a Polling District & Polling Place review, needs to be undertaken to implement the changes to the warding arrangements and ensure the Polling Districts lie within the Parish, Ward and Constituency boundaries.

1.1 Background

1.1.1 Following the report to General Purposes Committee on 22nd March, (attached **Annexe 1**, timetable amended slightly), informing the Committee that a Polling District/Place/Station review would need to be undertaken, this report details the proposals for the new structure of the Polling Districts, Places and Stations under the new warding arrangements and the commencement of the Consultation period.

1.2 Proposed Polling Districts/Places

1.2.1 At **Annexe 2** is a list of the existing wards and the Polling Districts and Polling Places that are within each Polling District.

1.2.2 At **Annexe 3** is a list of the new wards and the proposed Polling Districts and Polling Places that are within each Polling District.

1.2.3 At **Annexe 4** are the existing Wards map

1.2.4 At **Annexe 5** are the new Wards maps.

1.2.5 At **Annexe 6** are the existing Polling Districts/Places map

1.2.6 At **Annexe 7** are the proposed Polling Districts and Polling Places map. For clarity, the red lines are the new ward boundaries, the blue lines are the proposed polling district boundaries, and the green lines are parish boundaries.

1.2.7 The main changes are as follows: -

- Polling District boundary between Walderslade and Aylesford North & North Downs moved out to match the new ward boundary.
- Polling District boundary between Aylesford North & North Downs and Aylesford South & Ditton moved slightly to match the new ward boundary.
- We have created a new Polling District within Snodland West and Holborough lakes ward, called Holborough Lakes with the new Polling Place/station situated at the Holborough Lakes Village Hall.
- We have created a new polling district within Tonbridge between Hildenborough and Judd. This Polling District has been created as the ward and Parish boundaries are not co-terminus. The Polling District will not have a Polling Place/Station we will use the Stocks Green CP Polling Place/Station. For clarity when there is a ward election for Hildenborough ward, residents in this Polling District will be able to vote, if there is a Parish election for Hildenborough the residents of this Polling District will not be able to vote as they sit outside the Parish.
- The other Polling Districts within Tonbridge have been moved to match the new Ward boundaries for each ward.
- The names of some of the Polling Districts have been changed to reflect the new ward names.
- The Polling Districts have all been recoded as well.

1.3 Consultation

- 1.3.1 All of the attached documents will be shared with electors, councillors, parish councils and various other organisations within the Borough, as part of the consultation.
- 1.3.2 The consultation will run from 27th June for 8 weeks. The consultation will be uploaded on the TMBC web site and people will have the opportunity to add their comments and ideas.
- 1.3.3 All Polling Places will be reviewed during July/August 2022, to ensure their continued suitability.
- 1.3.4 At the end of the consultation, all the ideas will be looked at and the proposals amended where necessary.
- 1.3.5 The final recommendations will be brought to General Purpose Committee on 12th September and then ratified at Council following that 25 October 2022.
- 1.3.6 All changes will be uploaded to the Elections system during December and January, with an updated register being published on 1st February 2023, ready for the Local elections in May 2023.

1.4 Legal Implications

- 1.4.1 The Representation of the People Act 1983 (as amended) requires borough councils to undertake reviews of polling districts and polling places at least every four years and following a Local Government Boundary Review, where warding arrangements are changed.

1.5 Financial and Value for Money Considerations

- 1.5.1 The cost of this review will be met from existing budgets. Failure to correctly undertake this review could impose considerable financial penalties on the (Acting) Returning Officers due to problems at elections; this would trigger a series of events bringing cost and reputational damage to the Council.

1.6 Risk Assessment

- 1.6.1 The requirements of electors are essential and a failure to correctly undertake this review could result in disenfranchising electors or making it more difficult for them to vote.
- 1.6.2 Any failure in the process or consideration of comments made during the consultation stage could result in the Electoral Commission over-ruling the decisions of the Council.

1.7 Equality Impact Assessment

- 1.7.1 The selection of polling places takes into account the needs of electors with disabilities and as far as is reasonably practicable, efforts are made to ensure all eligible electors are able to access polling stations. Risk assessments of all polling places are being undertaken, and this includes a series of access questions. Presiding Officers at polling stations also provide feed-back on accessibility of polling stations at elections.

1.8 Recommendations

- 1.8.1 To approve the draft proposals for the purpose of going out to consultation.
- 1.8.2 To endorse the consultation proposals.

Background papers:

contact: Daune Ashdown

Annexe 1

Julie Beilby
Electoral Registration Officer
Chief Executive

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TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

22 March 2022

Report of the Chief Executive

Part 1- Public

Matters for Information

1 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Following receipt of the final recommendations for the warding arrangements, from the Local Government Boundary Commission for England, a Polling District & Polling Place review, needs to be undertaken to implement the changes to the warding arrangements.

1.1 Background

1.1.1 The Local Government Boundary Commission for England have undertaken a review of the warding arrangements for Tonbridge & Malling Borough Council and sent over the final recommendations for the number of Councillors and wards to cover the borough of Tonbridge & Malling.

1.1.2 To implement these changes a review of the Polling Districts and Places needs to be undertaken. The changes need to be implemented in time for the Local Elections in May 2023.

1.1.3 Under the Representation of the People Act 1983, the Council has a duty to divide the borough into polling districts and to designate a polling place for each district. The Council also has to keep these arrangements under review.

1.2 Definitions

1.2.1 For the avoidance of doubt, it is important to note the following definitions:

- A **Polling District** is a geographical area created by the sub-division of an electoral area, i.e. a UK Parliamentary constituency, a European Parliamentary electoral region, a ward or an electoral division. It is the responsibility of the Borough Council to divide its area into polling districts and for keeping the polling districts under review.
- In England each parish is to be a separate polling district. This means that a parish must not be in a polling district which has a part of either a different parish within it, or any unparished part of the local authority area within it, unless special circumstances apply. Those special circumstances

could arise if, for example, the parish has only a small number of electors and it is not practicable for the parish to be its own polling district.

- Any areas that are not co-terminus, within the Parliamentary Constituency boundaries, must be designated a Polling District on their own.
- A **Polling Place** is a geographical area in which a polling station is located. There is no legal definition of what a polling place is, so the geographical area could be defined as tightly as a particular building or as widely as the entire polling district. However, Section 18B(4)(e) of the RPA 1983 states that “the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station”. It is usual practice, therefore, to designate a particular building or area as the polling place. It is the responsibility of the Borough Council to designate the polling places and for keeping the under review.
- A **Polling Station** is the actual room or area where the process of voting takes place and must be located within the polling place designated for the particular polling district. This is usually the room within a building or a building within an area.

1.3 Designation of Polling Districts and Polling Places

1.3.1 Local authorities must comply with the following legislative requirements regarding the designation of polling districts and polling places:

- each parish in England is to be a separate polling district, unless special circumstances apply.
- The council must designate a polling place for each polling district, unless the size or other circumstance of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors
- The polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for examples if no accessible polling place can be identified in the district)
- The polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station

1.3.2 Local authorities must also comply with the following access requirements. As part of the review, they must:

- Seek to ensure that all electors in the local authority area have such reasonable facilities for voting as are practicable in the circumstances

- Seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled

1.3.3 Members are asked to note that the (Acting) Returning Officer is entitled to use free of charge schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament. This included academies and free schools. However, where possible we do try to avoid the use of schools due to the disruption that is caused by their use – to children, staff and parents. In some cases, the use of schools is unavoidable.

1.4 Formal Review Process and Timetable

1.4.1 The guidance issued by the Local Government Boundary Commission for England identifies that the review must be complete and the changes in place for the May 2023 local elections. During that period, there are no statutory limits on the length of consultation nor on the duration of the review as a whole. However in determining the timetable, the council has been mindful of the other competing priorities within Electoral Services, namely:

- The timing of canvass, starting in July 2022 and concluding November 2022 with the publication of the register on 1st December 2022
- The need to prepare for and ensure the new arrangements are in place ready to conduct the Borough & Parish Elections in May 2023.

1.4.2 When carrying out a review the local authority must:

- Publish a notice of the holding of a review
- Consult the (Acting) Returning Officer for every Parliamentary constituency which is wholly or partly in its area
- Publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and on the authority website.
- Seek representations from such person as it thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer.

1.4.3 Consultation

- Throughout the review, all working papers, minutes of meetings and correspondence will be available for public inspection at the Electoral Services Office. All these items will be published when the review has been completed, including reasons for its decisions.

- The review documents will be published on our website. This will include maps of the proposed Polling Districts. All representations received will be uploaded.
- During the formal consultation period, we will contact the following to invite their comments on the proposed polling districts and polling places: Borough and County Councillors, Parish Councils, Members of Parliament, local political parties, Tonbridge & Malling Seniors Forum, Tonbridge Community Forum, managers & booking clerks for current and proposed venues, local groups with expertise in accessibility for people with disabilities, including Hi Kent, Kent Association for the Blind, Carers First, Headway, Scotts Project and Age UK.

1.4.4 The legislation suggests an approach starting with polling districts, followed by choosing polling places and polling stations. In practice, however, it is important that good quality polling places/stations are identified first, which can then be used as part of the process of defining suitable polling district arrangements that comply with the requirements set out in legislation.

1.4.5 A proposed timetable for the review is attached as Annexe 1.

1.5 Electoral Commission Guidance

1.5.1 The Electoral Commission has no role in the review process itself. However, it can consider comments if people do not think the review has met the reasonable requirement of electors or disabled electors.

1.5.2 The following people can appeal to the Commission, a parish council, 30 or more registered electors, any person who made comments during the review or any non-electors who has expertise in access to premises for disabled people.

1.5.3 As a result, the Electoral Commission may direct the Council to alter polling arrangements arising from the review and can make these alterations itself if the Council does not do so within two months.

1.5.4 Whilst it is unlikely that these steps will be necessary, it is important that the public consultation process is complete and that final boundaries take into account the views presented, where possible.

1.5.5 In addition, the Electoral Commission guidance indicates the following useful non-statutory guidelines:

- Where possible polling district boundaries should be co-terminus with existing Parish ward or borough ward boundaries
- Where possible “natural” boundaries should be used, such as railways, major road, waterways.

- All properties in a minor road or estate should be in the same polling district
- Polling places should be “logical”, that is electors should not have to pass another polling place to get to their own place, wherever possible.

1.6 Legal Implications

- 1.6.1 The Representation of the People Act 1983 (as amended) requires borough councils to undertake reviews of polling districts and polling places at least every four years and following a Local Government Boundary Review, where warding arrangements are changed.

1.7 Financial and Value for Money Considerations

- 1.7.1 The cost of this review will be met from existing budgets. Failure to correctly undertake this review could impose considerable financial penalties on the (Acting) Returning Officers due to problems at elections; this would trigger a series of events bringing cost and reputational damage to the Council.

1.8 Risk Assessment

- 1.8.1 The requirements of electors are essential and a failure to correctly undertake this review could result in disenfranchising electors or making it more difficult for them to vote.
- 1.8.2 Any failure in the process or consideration of comments made during the consultation stage could result in the Electoral Commission over-ruling the decisions of the Council.

1.9 Equality Impact Assessment

- 1.9.1 The selection of polling places takes into account the needs of electors with disabilities and as far as is reasonably practicable, efforts are made to ensure all eligible electors are able to access polling stations. Risk assessments of all polling places are being undertaken, and this includes a series of access questions. Presiding Officers at polling stations also provide feed-back on accessibility of polling stations at elections.

Background papers:

contact: Daune Ashdown

Nil

Julie Beilby
(Acting) Returning Officer
Chief Executive

Annexe 1

**Polling Station and Polling Place Review
Timetable**

Date	Action
1 st May 2022	Publish Notice of Review
15 th June 2022	Draft proposals go to General Purposes Committee
27 th June 2022	Publication of draft proposals - 8 week consultation begins
July/August	Polling Place/Station reviews
4 th October 2022	Final Proposals to General Purposes Committee
1 st December 2022	Register published with existing arrangements.
December 2022/January 2023	Upload all changes into Elections system and Council wide
1 st February 2023	Publish new Register with new arrangements in place
1 st March 2023	Timetable for Local Elections starts
4 th May 2023	Borough & Parish Elections

Chatham & Aylesford Constituency

Ward: Aylesford North & Walderslade

Polling district	Polling Place (at or near...)
CAA Aylesford North	Aylesford Community Centre
CAB Blue Bell Hill	Blue Bell Hill Village Hall
CAC Eccles	Eccles Church Hall
CAD Walderslade	Tunbury Hall

Ward: Aylesford South

Polling district	Polling Place (at or near...)
CBA Aylesford South	RBL Community Hall

Ward: Burham & Wouldham

Polling district	Polling Place (at or near...)
CCA Burham	Burham Old School Community Centre
CCB Wouldham	Wouldham All Saints C of E Primary School

Ward: Ditton

Polling district	Polling Place (at or near...)
CDA Ditton North	K Sports formerly Cobdown Sports & Social Club
CDB Ditton South	Ditton Community Centre

Ward: Larkfield North

Polling district	Polling Place (at or near...)
CEA Larkfield North	Larkfield Village Hall

Ward: Larkfield South

Polling district	Polling Place (at or near...)
CFA Larkfield South	Church Farm Hall

Ward: Snodland East & Ham Hill

Polling district	Polling Place (at or near...)
CGA Snodland North East	Devonshire Rooms
CGB Snodland South	Snodland Youth and Childrens Centre

Ward: Snodland West & Holborough Lakes

Polling district	Polling Place (at or near...)
CHA Snodland West & Holborough Lakes	Snodland Community Centre

Tonbridge Constituency

Ward: **Borough Green & Long Mill**

Polling district	Polling Place (at or near...)
TAA Borough Green	Borough Green Village Hall
TAB Platt	Platt Memorial Hall
TAC Plaxtol	Plaxtol Memorial Hall
TAD Shipbourne	Shipbourne Village Hall

Ward: **Cage Green**

Polling district	Polling Place (at or near...)
TBA Cage Green North	Hugh Christie Technology College
TBB Cage Green South	St Philip's Church

Ward: **Castle**

Polling district	Polling Place (at or near...)
TCA Castle North	St Saviours Church
TCB Castle South	Tonbridge Castle

Ward: **Downs & Mereworth**

Polling district	Polling Place (at or near...)
TDA Addington	Addington Village Hall
TDB Birling	Birling Village Hall
TDC Mereworth	Mereworth Village Hall
TDD Offham	Offham Village Hall
TDE Ryarsh	Ryarsh Village Hall
TDF Trottiscliffe	Trottiscliffe Village Hall
TDG West Peckham	West Peckham Village Hall

Ward: **East Malling**

Polling district	Polling Place (at or near...)
TEA East Malling	East Malling Village Hall

Ward: **Hadlow & East Peckham**

Polling district	Polling Place (at or near...)
TFA East Peckham	Curran Hall, East Peckham Methodist Church

TFB Golden Green	Golden Green Community Centre
TFC Hadlow	Hadlow Old School

Ward: **Higham**

Polling district	Polling Place (at or near...)
TGA Higham	Methodist Hall

Ward: **Hildenborough**

Polling district	Polling Place (at or near...)
THA Hildenborough North	St Johns Church Hall
THB Hildenborough South	Stocks Green CP School

Ward: **Judd**

Polling district	Polling Place (at or near...)
TJA Judd Central	St Stephens Church Centre
TJB Judd North	Tonbridge Youth Hub
TJC Judd South	West Kent College

Ward: **Kings Hill**

Polling district	Polling Place (at or near...)
TKA Kings Hill North East	Kings Hill Cricket Club Pavillion
TKC Kings Hill South	Kings Hill Community Centre
TKD Mereworth Airfield	Kings Hill Community Centre

Ward: **Medway**

Polling district	Polling Place (at or near...)
TLA Medway North	Fisher Hall
TLB Medway South	Hillview School for Girls

Ward: **Trench**

Polling district	Polling Place (at or near...)
TMA Trench	Six in One Community Centre

Ward: **Vauxhall**

Polling district	Polling Place (at or near...)
TNA Vauxhall North	The New Telegraph Club
TNB Vauxhall South	Tonbridge Grammar School for Girls

Ward: **Wateringbury**

Polling district	Polling Place (at or near...)
TPA Wateringbury	Wateringbury Village Hall

Ward: **West Malling & Leybourne**

Polling district	Polling Place (at or near...)
TQA Leybourne Village	Leybourne Village Hall
TQB Leybourne Chase	Leybourne Chase Community Hall
TQC West Malling	West Malling Baptist Church

Ward: **Wrotham, Ightham & Stansted**

Polling district	Polling Place (at or near...)
TRA Ightham	Ightham Village Hall
TRB Stansted	Stansted Village Hall
TRC Wrotham	St George's Hall

Chatham & Aylesford Constituency

Ward: **Walderslade** Proposed new codes

Polling district	Polling Place (at or near...)	Changes	
CAD Walderslade	Tunbury Hall	Polling district boundary revised to follow amended ward boundary.	CAA

Ward: **Aylesford North & North Downs**

Polling district	Polling Place (at or near...)	Changes	
CAA Aylesford North	Aylesford Community Centre	Polling district boundary revised to follow amended ward boundary.	CBA
CAB Blue Bell Hill	Blue Bell Hill Village Hall	No changes	CBB
CAC Eccles	Eccles Church Hall	No changes	CBC
CCA Burham	Burham Old School Community Centre	No changes	CBD
CCB Wouldham	Wouldham All Saints C of E Primary School	No changes	CBE

Ward: **Aylesford South & Ditton**

Polling district	Polling Place (at or near...)	Changes	
CBA Aylesford South	RBL Community Hall	No changes	CCA
CDA Ditton North	K Sports formerly Cobdown Sports and Social Club	No changes	CCB
CDB Ditton South	Ditton Community Centre	No changes	CCC

Ward: **Larkfield**

Polling district	Polling Place (at or near...)	Changes	
CEA Larkfield North	Larkfield Village Hall	Polling district boundary revised to follow amended ward boundary.	CDA
CFA Larkfield South	Church Farm Hall	Polling district boundary revised to follow amended ward boundary.	CDB

Ward: **Snodland East & Ham Hill**

Polling district	Polling Place (at or near...)	Changes	
CGA Snodland East	Devonshire Rooms	Polling district boundary revised	CEA
CGB Snodland Ham Hill	Snodland Youth and Childrens Centre	Polling district boundary revised	CEB

Ward: **Snodland West & Holborough Lakes**

Polling district	Polling Place (at or near...)	Changes	
CHA Snodland West	Snodland Community Centre	Polling district boundary revised to follow amended ward boundary.	CFA
CHB Holborough Lakes	Community Centre, Holborough Lakes	New Polling District Place and station	CFB

Tonbridge Constituency

Ward: **Birling, Leybourne & Ryarsh**

Polling district	Polling Place (at or near...)	Changes	
TDB Birling	Birling Village Hall	No changes	TAA
TDE Ryarsh	Ryarsh Village Hall	No changes	TAB
TQA Leybourne Village	Leybourne Village Hall	No changes	TAC
TQB Leybourne Chase	Leybourne Chase Community Hall	No changes	TAD

Ward: **Borough Green & Platt**

Polling district	Polling Place (at or near...)	Changes	
TAA Borough Green	Borough Green Village Hall	No changes	TBA
TAB Platt	Platt Memorial Hall	No changes	TBB

Ward: **Pilgrims with Ightham**

Polling district	Polling Place (at or near...)	Changes	
TDA Addington	Addington Village Hall	No changes	TCA
TDF Trottiscliffe	Trottiscliffe Village Hall	No changes	TCB
TRA Ightham	Ightham Village Hall	No changes	TCE

TRB Stansted	Stansted Village Hall	No changes	TCC
TRC Wrotham	St George's Hall	No changes	TCD

Ward: **East Malling, West Malling & Offham**

Polling district	Polling Place (at or near...)	Changes	
TDD Offham	Offham Village Hall	No changes	TDA
TQC West Malling	West Malling Baptist Church	No changes	TDB
TEA East Malling	East Malling Village Hall	No changes	TDC

Ward: **Kings Hill**

Polling district	Polling Place (at or near...)	Changes	
TKA Kings Hill North East	Kings Hill Cricket Club Pavillion	No changes	TEA
TKB Kings Hill South	Kings Hill Community Centre	No changes	TEB
TKC Mereworth Airfield	Kings Hill Community Centre	No changes	TEC

Ward: **East Peckham, West Peckham, Mereworth & Wateringbury**

Polling district	Polling Place (at or near...)	Changes	
TDC Mereworth	Mereworth Village Hall	No changes	TFA
TDG West Peckham	West Peckham Village Hall	No changes	TFB
TFA East Peckham	Curran Hall, East Peckham Methodist Church	No changes	TFC
TPA Wateringbury	Wateringbury Village Hall	No changes	TFD

Ward: **Bourne**

Polling district	Polling Place (at or near...)	Changes	
TAC Plaxtol	Plaxtol Memorial Hall	No changes	TGA
TAD Shipbourne	Shipbourne Village Hall	No changes	TGB
TFC Hadlow	Hadlow Old School	No changes	TGC
TFB Golden Green	Golden Green Community Centre	No changes	TGD

Ward: **Cage Green & Angel**

Polling district	Polling Place (at or near...)	Changes	
TBB Cage Green North	St Philip's Church	Polling district boundary revised to follow amended ward boundary. Change to polling district name.	THA
TCA Cage green South	St Saviours Church	Polling district boundary revised to follow amended ward boundary. Change to polling district name.	THB
TLA Angel	Fisher Hall	Polling district boundary revised to follow amended ward boundary. Change to polling district name.	THC

Ward: **Higham**

Polling district	Polling Place (at or near...)	Changes	
TGA Higham	Methodist Hall	Changes to boundary to follow new ward boundary	TJA

Ward: **Hildenborough**

Polling district	Polling Place (at or near...)	Changes	
THA Hildenborough North	St Johns Church Hall	No changes	TKA
THB Hildenborough South	Stocks Green CP School	No changes	TKB
THC Hildenborough East	Stocks Green CP School	New Polling District	TKC

Ward: **Judd**

Polling district	Polling Place (at or near...)	Changes	
TCB Judd Castle	Tonbridge Castle	Polling district boundary revised to follow amended ward boundary. Change to Polling District name.	TLA
TJA Judd Central	St Stephens Church Centre	No changes	TLB
TJB Judd North	Tonbridge Youth Hub	No changes	TLC
TJC Judd South	West Kent College	No changes	TLD

Ward: **Trench**

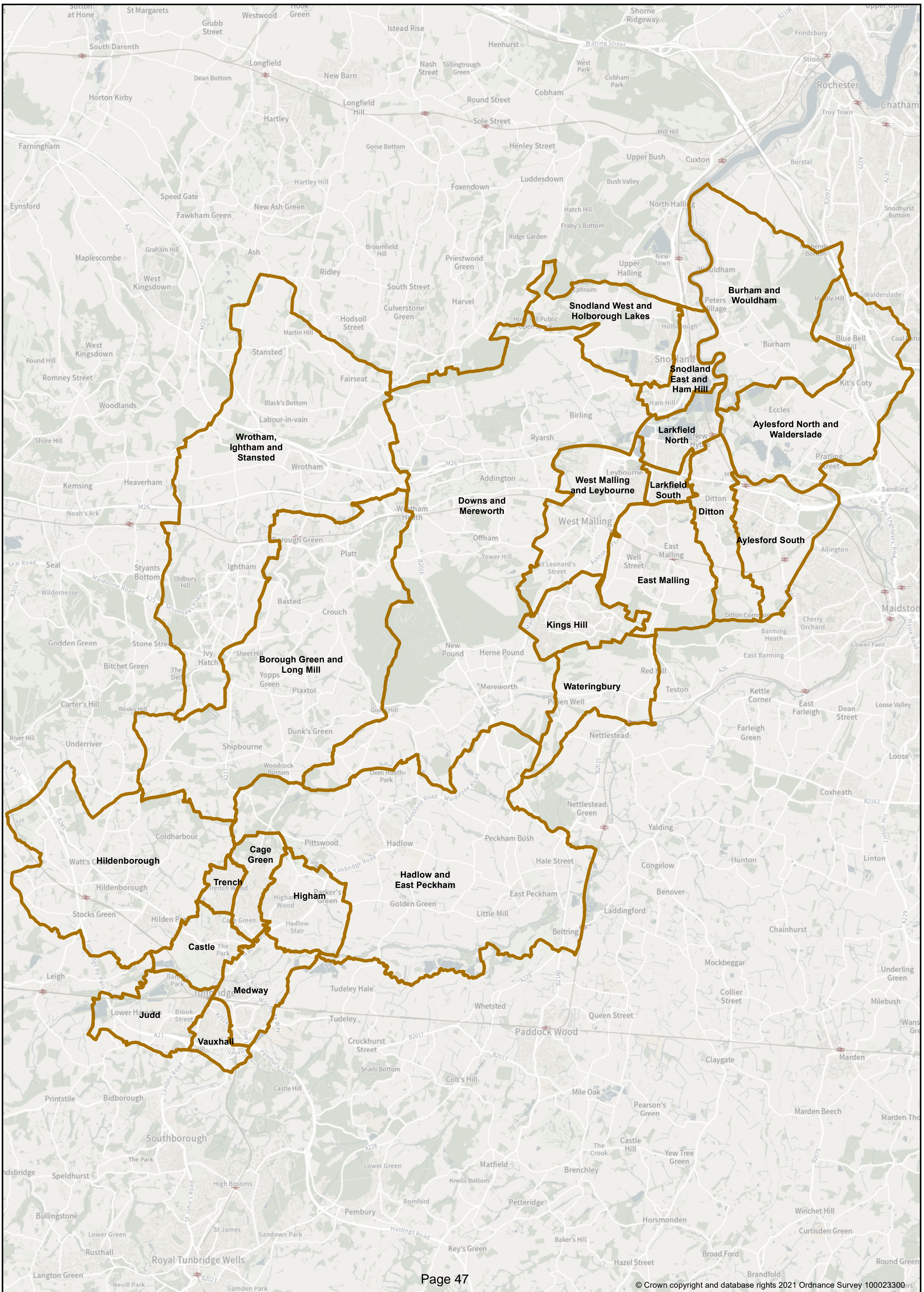
Polling district	Polling Place (at or near...)	Changes	
TMA Trench North	Six in One Community Centre	Polling district boundary revised to follow amended ward boundary, new Polling District name.	TMA
TBA Trench South	Hugh Christie Technology College	Polling district boundary revised to follow amended ward boundary, new Polling District name.	TMB

Ward: **Vauxhall**

Polling district	Polling Place (at or near...)	Changes	
TLB Vauxhall East	Hillview School for Girls	Polling district boundary revised to follow amended ward boundary, new Polling District name.	TNA
TNA Vauxhall North	The New Telegraph Club	No changes	TNB
TNB Vauxhall South	Tonbridge Grammar School for Girls	No changes	TNC

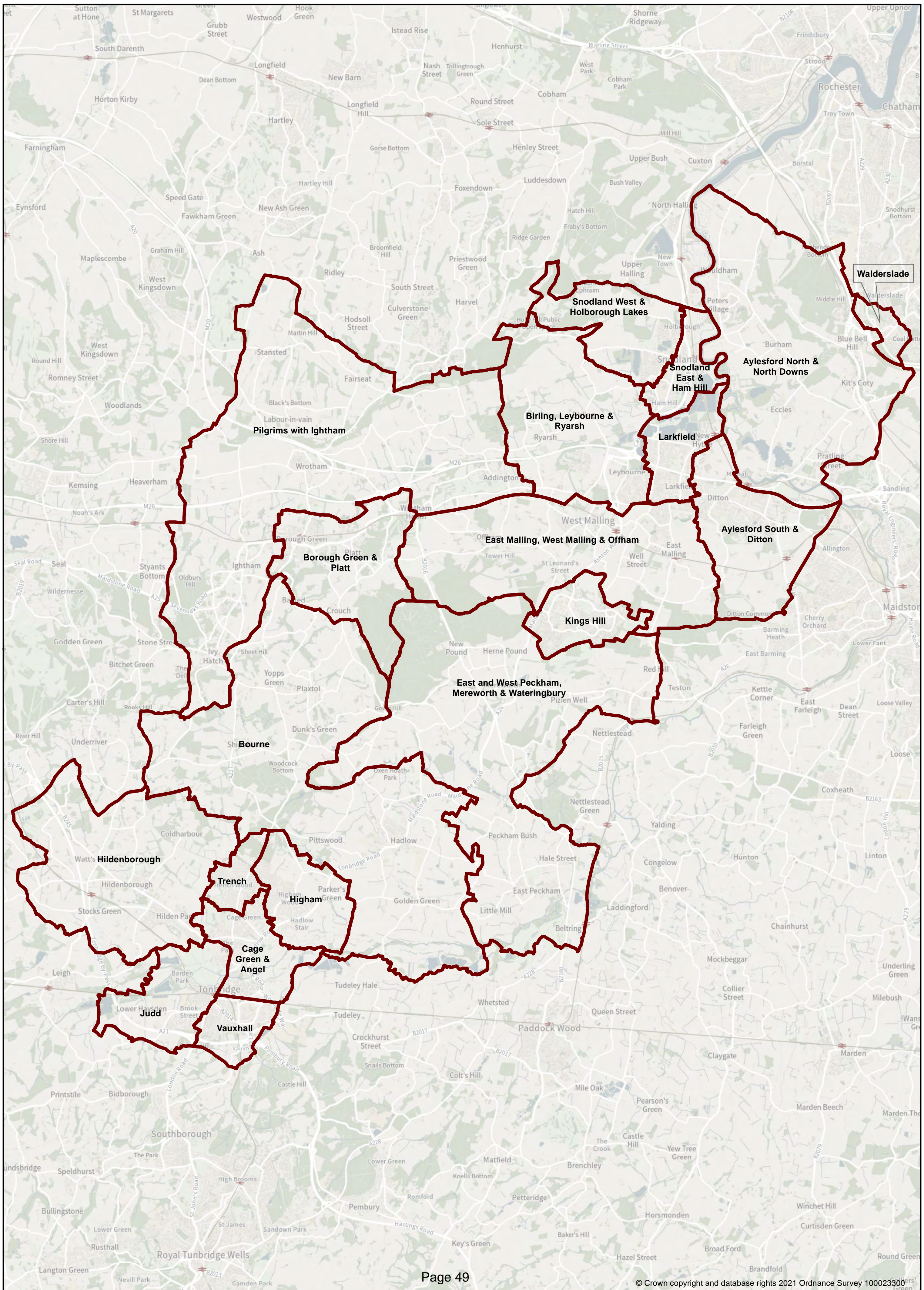
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EXISTING WARD BOUNDARIES



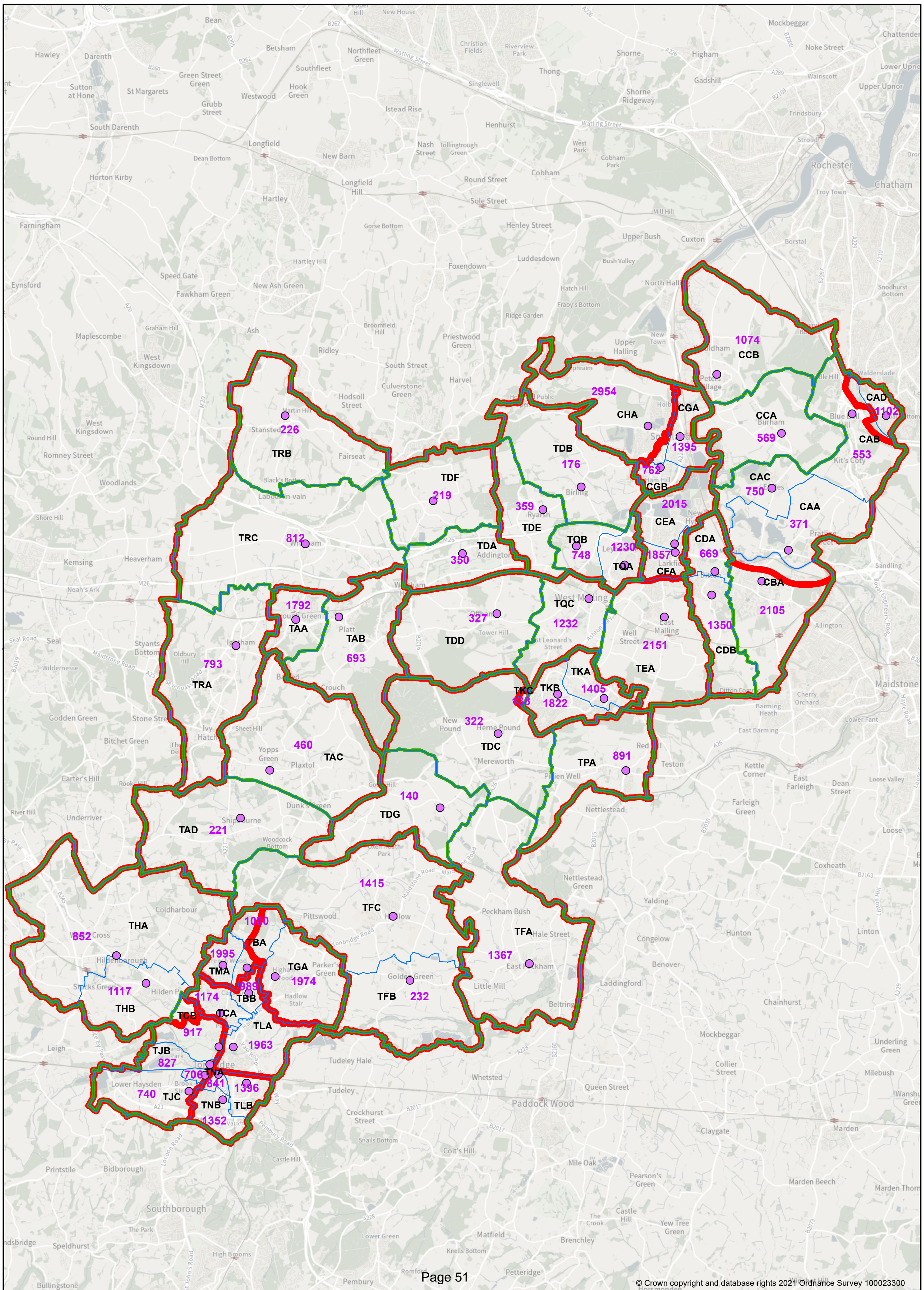
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NEW WARD BOUNDARIES



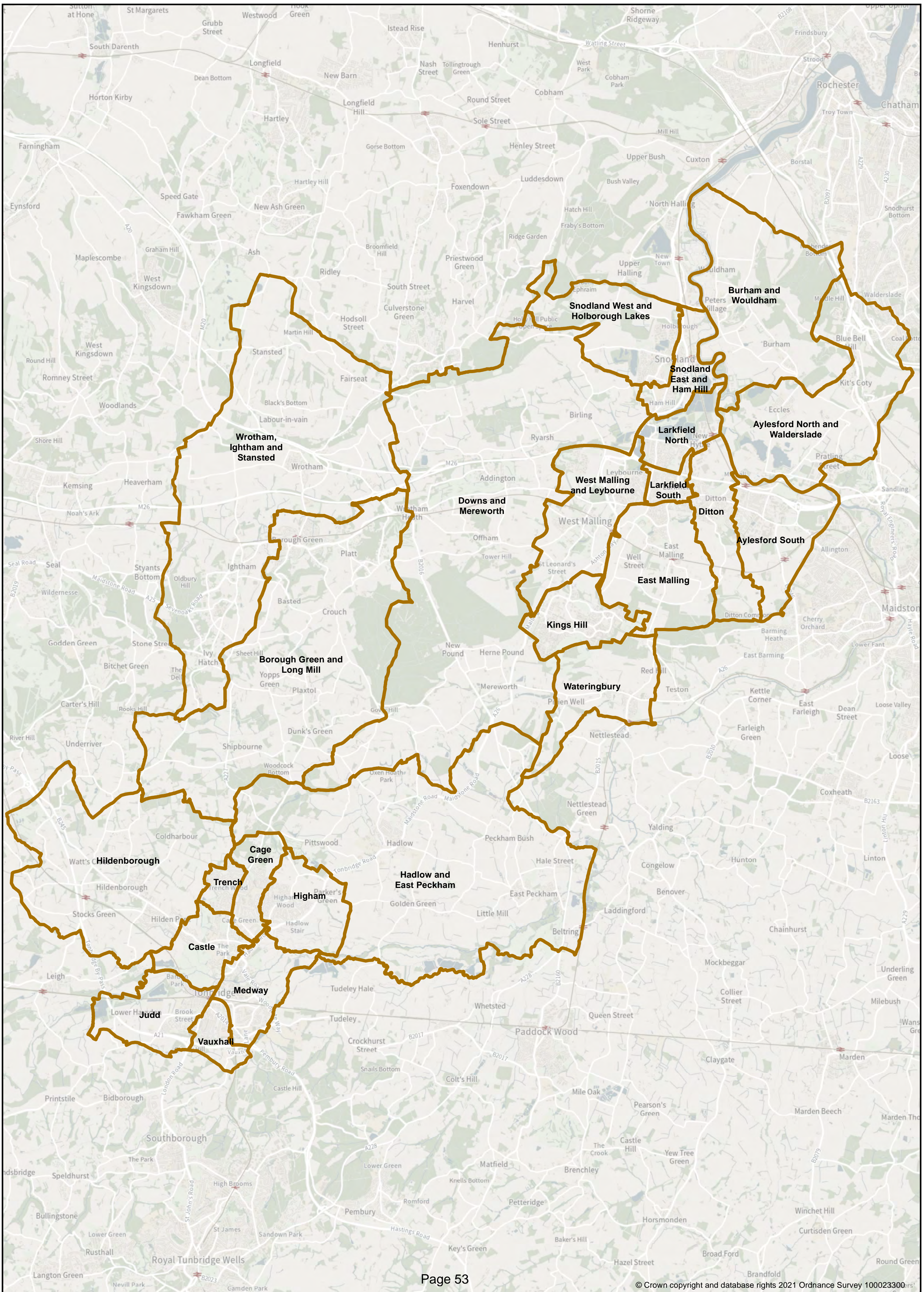
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EXISTING POLLING DISTRICTS WITH PROPOSED WARDS



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EXISTING WARD BOUNDARIES



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**Polling Station and Polling Place Review
Timetable**

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1 st June 2022	Publish Polling District/Place Review notice
15 th June 2022	Draft proposals go to General Purposes Committee
27 th June 2022	Publication of draft proposals - 8 week consultation begins
July/August 2022	Polling Place/Station reviews
12 th September 2022	Final Proposals to General Purposes Committee
25 th October 2022	Recommendations to Full Council
1 st December 2022	Register published with existing arrangements.
December 2022/January 2023	Upload all changes into Elections system and Council wide
1 st February 2023	Publish new Register with new arrangements in place
1 st March 2023	Timetable for Local Elections starts
4 th May 2023	Borough & Parish Elections

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Agenda Item 8

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 9

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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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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Agenda Item 11

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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