

# TONBRIDGE & MALLING BOROUGH COUNCIL



## EXECUTIVE SERVICES

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### 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

3 October 2023

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, 11th October, 2023 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 5 - 8

### PART 1 - PUBLIC

2. Apologies for absence

3. Notification of Substitute Members 9 - 10
4. Declarations of interest 11 - 12

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

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

5. Minutes 13 - 18

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 3 July 2023.

#### **Decisions to be taken under Delegated Powers**

6. Recruitment & Retention - Market Supplement Policy 19 - 28

Following Members' approval at the last meeting of the Committee to use market supplement and golden hello payments for specific hard to fill posts across the Planning department, this report presents a Market Supplement Policy for Members' consideration.

7. Request for Community Governance Review of Kings Hill Parish Council Seat Numbers 29 - 40

Members are asked to consider a request from Kings Hill Parish Council seeking to reduce the numbers of Parish Councillors that sit on their Parish Council.

8. Review of Polling Districts and Polling Places 41 - 50

Following receipt of the final recommendations for the Constituency arrangements from the Boundary Commission for England, Members' approval is sought on the commencement of a Polling District & Polling Place Review, which needs to be undertaken to implement any necessary changes to Polling Districts/Places.

9. Urgent Items 51 - 52

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**

10. Exclusion of Press and Public 53 - 54

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**

11. Establishment Report 55 - 72

(Reasons: 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.

12. Urgent Items 73 - 74

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 M A Coffin (Vice-Chair)

Cllr B Banks  
Cllr K Barton  
Cllr A G Bennison  
Cllr J Clokey  
Cllr D A S Davis

Cllr A McDermott  
Cllr B A Parry  
Cllr R V Roud  
Cllr K B Tanner

## **GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED**

- (1) Most of the Borough Council meetings are livestreamed, unless there is exempt or confidential business being discussed, giving residents the opportunity to see decision making in action. These can be watched via our YouTube channel. When it is not possible to livestream meetings they are recorded and uploaded as soon as possible:

<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](mailto:committee.services@tmbc.gov.uk) in the first instance.

### **Attendance:**

- Members of the Committee 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 Chair, 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 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 should attend in person. However, arrangements to participate online can be considered in certain circumstances. Please contact [committee.services@tmbc.gov.uk](mailto: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.

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**General Purposes Committee**

	<b>Conservative</b>	<b>Liberal Democratic</b>	<b>Green</b>	<b>Ind. Kent Alliance</b>	<b>Labour</b>
1	Robin Betts	David Thornewell	Lee Athwal		Paul Hickmott
2	Matt Boughton	Michelle Tatton	Anna Cope		Wayne Mallard
3	Robert Cannon	Anita Oakley	George Hines		
4	Des Keers	Frani Hoskins	Mark Hood		
5	Adem Mehmet	Garry Bridge	Robert Oliver		

**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

Monday, 3rd July, 2023

**Present:** Cllr M R Rhodes (Chair), Cllr M A Coffin (Vice-Chair), Cllr B Banks, Cllr K Barton, Cllr A G Bennison, Cllr J Clokey, Cllr D A S Davis, Cllr A McDermott, Cllr B A Parry, Cllr R V Roud and Cllr K B Tanner

**In attendance:** Councillors P M Hickmott, M A J Hood and M Taylor were also present pursuant to Council Procedure Rule No 15.21.

**Virtual:** Councillors R P Betts, M D Boughton, C Brown, R I B Cannon, R W Dalton, S A Hudson, D Keers and Mrs A S Oakley participated via MS Teams in accordance with Council Procedure Rule No 15.21.

#### PART 1 - PUBLIC

##### **GP 23/20 NOTIFICATION OF SUBSTITUTE MEMBERS**

There was no notification of substitute members received.

##### **GP 23/21 DECLARATIONS OF INTEREST**

The Monitoring Officer had granted a dispensation to allow all Members of the Committee to participate in the discussion on Members Allowances and to consider and vote upon the recommendations contained within the report of the Joint Independent Remuneration Panel under s33 of the Localism Act 2011.

##### **GP 23/22 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 15 March 2023 be approved as a correct record and signed by the Chairman.

#### MATTERS FOR RECOMMENDATION TO THE COUNCIL

##### **GP 23/23 MEMBERS' ALLOWANCES - REPORT OF THE JOINT INDEPENDENT REMUNERATION PANEL**

The report of the Management Team set out details of a recent review undertaken by the Joint Independent Remuneration Panel (JIRP) on the Scheme of Members' Allowances and summarised the key recommendations arising from the Panel at 1.2.4 of the report.

Management Team advised that the recommendations of the Panel, if adopted, would produce a saving of circa £45,900 when compared to the budget included within the 2023/24 Estimates.

The Committee recognised the considerable work undertaken by the Panel in evaluating the role undertaken by Members and acknowledged the case made for a reduction in the Special Responsibility Allowance (SRA) for the Deputy Leader. However, the Committee felt that it was neither appropriate nor fair to reduce the allowance in consideration of the significant responsibilities of this role.

Members recognised the value and role of the vice-chairs and considered it appropriate to set an allowance to vice-chairs at a level based on 25% of the relevant chairman's allowance.

Following a comprehensive debate it was

**RECOMMENDED\*:** That

- (1) the Basic Allowance payable to all Members remain at its current level of £5,175 per annum;
- (2) the level of the Special Responsibility Allowances (SRA) be set as follows:
  - (a) the Leader's Allowance remain at £20,706 per annum;
  - (b) the SRA for the Deputy Leader remain at £15,528 per annum (circa 75% of the Leader's Allowance);
  - (c) the SRAs for Cabinet Members remain at £8,802 per annum;
  - (d) the SRAs for Committee Chairs be set as follows:
    - (i) Area Planning Committees (x 3) - £1,725 per annum;
    - (ii) Audit Committee - £2,589 per annum;
    - (iii) General Purposes Committee - £1,725 per annum;
    - (iv) Joint Standards Committee - £2,589 per annum;
    - (v) Licensing and Appeals Committee - £2,589 per annum;
    - (vi) Overview and Scrutiny Committee - £2,589 per annum;

- (vii) Scrutiny Select Committees (x 3) - £2,589 per annum;
- (e) the SRAs for qualifying\*\* opposition group leaders be set at a flat sum of £4,401 per annum, and where applicable, a maximum of one additional SRA per Member (excluding group leader allowances) be applied;  
  
*\*\*To qualify, neither the leader of an opposition group nor any members of the leader's group can serve on Cabinet.*
- (f) the SRAs for vice-chairs be set at 25% of the relevant Committee Chairs' allowances as follows:
  - (i) Area Planning Committees (x 3) - £431 per annum;
  - (ii) Audit Committee - £647 per annum;
  - (iii) General Purposes Committee - £431 per annum;
  - (iv) Joint Standards Committee - £647 per annum;
  - (v) Licensing and Appeals Committee - £647 per annum;
  - (vi) Overview and Scrutiny Committee - £647 per annum;
  - (vii) Scrutiny Select Committees (x 3) - £647 per annum;
- (3) the Mileage Allowances remain at the HMRC approved rate;
- (4) the existing scheme for meal and/or subsistence allowances be ceased;
- (5) the carers' allowances be set at a maximum rate of £10.42 per hour per child (linked to the National Living Wage) for general childcare and £18.00 per hour for dependent carers;
- (6) the allowances, including those for the Mayor and Deputy Mayor, be updated in line with any increases in the remuneration of Council staff;
- (7) the amended scheme of allowances, once approved, be agreed to take effect from the date of Council on 11 July 2023; and
- (8) the Monitoring Officer be authorised to update Part 6 of the Constitution (Members' Allowances) to reflect any agreed changes to the current scheme of allowances arising out of the above recommendations.

**\*Referred to Council**

**MATTERS FOR CONSIDERATION IN PRIVATE**

**GP 23/24 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**

**MATTERS FOR RECOMMENDATION TO THE COUNCIL**

**GP 23/25 RECRUITMENT AND RETENTION ISSUES WITHIN THE PLANNING SERVICE**

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

Careful consideration was given to a number of options proposed to address the recruitment and retention issues in the Planning Service within the context of the national picture of staffing situation in council planning departments.

Members had due regard to the recruitment campaigns undertaken in the past year, the interim staffing costs, the benchmark data on salary packages from Kent district councils, the risk assessment and the legal, financial and value for money considerations arising from the proposals, with particular reference made to maintaining competitiveness of the Borough Council in the recruitment market for the qualified Planner posts.

**RECOMMENDED\*:** That

- (1) a £5,000 annual market supplement payment (pro-rata'd for part-time staff) be paid to all current and future recruited qualified\*\* Planning staff for a period of two years, subject to annual review thereafter;

*\*\*To qualify, the postholder must hold a degree or postgraduate qualification accredited by the Royal Town Planning Institute as stipulated in the Person Specification of their post in Planning.*

- (2) a £3,000 'Golden Hello' payment be paid to newly recruited Planning staff joining the Borough Council in posts in Planning of which the Person Specification stipulates that the postholder must

hold a degree or postgraduate qualification accredited by the Royal Town Planning Institute, subject to review; and

- (3) the aggregated cost of the market supplement payments and the 'Golden Hello' payments, estimated to be circa £320k over the two-year review period, be met from the Budget Stabilisation Reserve.

**\*Referred to Council**

### **DECISIONS TAKEN UNDER DELEGATED POWERS**

#### **GP 23/26 ESTABLISHMENT REPORT**

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

The report set out for Members' approval a number of establishment changes recommended by Management Team. Members noted that, in accordance with adopted conventions, all of the savings/costs referred to in the report reflected the salary at the top of the scale/grade plus associated on costs.

**RESOLVED:** That

- (1) post DF1123, Overpayment Recovery Assistant, scale 2/3, 37 hours, be deleted;
- (2) a new Overpayment Recovery Officer post, at scale 2/3/4 for 30 hours per week, be created;
- (3) post DJ0210, Building Control Surveyor, grade M9, 25.5 hours per week, be deleted;
- (4) post DJ0216, Building Control Surveyor, grade M9, 37 hours per week, be deleted;
- (5) a new Senior Building Control Surveyor post, M8, 37 hours per week, be created;
- (6) the permanent increase in hours of the Building Control Technician post DJ0213 by correcting the hours from 22.5 to 29.5 per week be approved;
- (7) the temporary increase of the Building Control Technician post DJ0213 to a Senior Building Control Technician grade 5/6 for a period of six months and the increase in the hours to 35.5 per week for a period of six months be approved; and

- (8) the 'ringfencing' of the savings made by the deletion of post DJ0210 for a period of six months to allow time to review the needs of the Building Control service be agreed.

The meeting ended at 9.00 pm  
having commenced at 7.45 pm

## TONBRIDGE & MALLING BOROUGH COUNCIL

### GENERAL PURPOSES COMMITTEE

11 October 2023

Report of the Director of Central Services & Deputy Chief Executive

Part 1- Public

Delegated

#### 1 RECRUITMENT & RETENTION - MARKET SUPPLEMENT POLICY

##### EXECUTIVE SUMMARY

At the last meeting of this committee on 3 July 2023, Member's approved the use of market supplement and golden hello payments for specific hard to fill posts across the Planning department. This was in response to issues with the recruitment and retention of staff as well as the budgetary pressures linked to employing agency locum staff. It is important that the Council now adopts a formal market supplement policy.

The report presents for Member consideration of a Market Supplement Policy.

##### 1.1 Introduction

1.1.1 In July 2023, for the first time, the Council adopted some targeted market supplement and golden hello payments for specific posts within the Planning Service.

1.1.2 A market supplement and/or golden hello payment for recruitment or retention purposes will only be used in exceptional circumstances and where there are clear justifiable business reasons.

1.1.3 It is hoped that further market supplement/golden hello payments will not be required or will be strictly limited to a small number of posts.

1.1.4 The Recruitment & Retention Market Supplement Policy presented in **Annex 1**, sets out the criteria for identifying posts which may require a market supplement and/or golden hello payment.

1.1.5 The draft policy further outlines the process and principles for agreeing a market supplement and/or golden hello payment and the annual review process to determine whether payments should continue, be reduced or be removed.

- 1.1.6 By adopting a market supplement policy, the Council will have an open and transparent framework to be able to identify potential skills-shortage posts to determine whether an enhanced salary payment is required.

## **1.2 Legal Implications**

- 1.2.1 All jobs at the Borough Council are graded on merit using the Council's job evaluation process as referenced within the Council's pay policy statement. The Council also has a 'Grading Review and Appeals Procedure' which is available for all staff and sets out how staff can request that the grade of their post is reviewed. This ensures that the Council can meet the equal pay requirements of the Equality Act 2010.
- 1.2.2 Market supplements may be used to temporarily increase the pay awarded to specific post(s) without altering the job evaluation determined grade for the role. The adoption of a transparent policy for this purpose will ensure that a consistent and robust approach is taken to the use of such payments.
- 1.2.3 The use of market supplement/ golden hello payments is designed to address specific recruitment and retention difficulties in specific services/ posts. It is important that any market supplements/ golden hello payments made to staff are regularly reviewed to ensure that the ongoing payment can be objectively justified as a legitimate response to market forces.
- 1.2.4 Engagement has taken place with the Joint Employee Consultative Committee (JECC) and with UNISON.

## **1.3 Financial and Value for Money Considerations**

- 1.3.1 The benchmarking of salary data with similar posts (both nationally and locally) will always be sought when determining whether a market supplement payment is required. The benchmarking data will likely give a good indication of where to set the level of remuneration in order for a market supplement payment to be effective in attracting staff into hard to fill posts.
- 1.3.2 Any post which attracts a market supplement payment is likely to be in response to paying enhanced rates to agency locum staff who are employed in a hard to fill positions. Hourly rates received by locum staff are usually significantly higher than the equivalent permanent role hourly rate. The Council will always ensure that any market supplement awarded will provide better value for money compared to hiring agency locum staff.
- 1.3.3 The original decision taken on the payments of these supplements covered a two year period to be funded by reserves, any period where these supplements are paid beyond August 2025 will be growth on the base budget within the current MTFS.

## **1.4 Risk Assessment**

- 1.4.1 The recommendations in this report have been made in response to operational need and therefore mitigate against the risk that posts remain vacant.

## **1.5 Equality Impact Assessment**

- 1.5.1 The proposed policy sets out a clear and transparent framework, with strict criteria to assess whether specific posts are eligible for a market supplement and/or golden hello payment.
- 1.5.2 The policy establishes a system to regularly monitor and review these payments on an annual basis.

## **1.6 Policy Considerations**

- 1.6.1 The Pay Policy Statement
- 1.6.2 Business Continuity/Resilience

## **1.7 Recommendations**

- 1.7.1 Members are requested to APPROVE the adoption of the Recruitment & Retention Market Supplement Policy in **Annex 1** attached to this report.

Background papers:

Nil

contact: Mathew Brooks  
Head of HR & Development

Adrian Stanfield  
Director Central Services & Deputy Chief Executive

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# Recruitment & Retention Market Supplement Policy

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# 1 Introduction

1.1 The Council may utilise a market supplement to ensure that competitive salaries will attract and retain key workers in skill shortage areas without distorting the pay structures for all other employees.

1.2 A market supplement for recruitment or retention purposes will only be used where there are clear business reasons that cannot be better addressed through the other means, such as job design, utilising existing skills within the department or service or use of temporary or agency staff for a time limited period.

1.3 It is recognised that pay is only one factor contributing to our attractiveness as an employer and other aspects of the employment offer, particularly those relating to development, should be applied in the first instance rather than using a market supplement.

1.4 All jobs are graded on merit using the Council's job evaluation process as referenced within the Council's pay policy statement. The pay policy statement is published on the Council's website.

1.5 However, there is recognition that in certain professions there are either national or regional skill shortages and the Council needs to be responsive to the competition for these skills. In the longer term our aim will be to train employees to move into these specialist areas and to ensure that the specialists' skills are used effectively within the organisation. In the short-term market supplements may be used to temporarily increase the pay awarded to specific post(s) without altering the job evaluation determined grade for the role.

1.6 A market supplement may be agreed when it can be shown that the salary attached to the grade for the "hard to fill" role is demonstrably lower than the comparable salary offered elsewhere and that this is having an adverse impact on the ability to recruit and retain staff in specific post(s).

1.7 A "hard to fill" post is one where there are proven recruitment and/or retention difficulties and/or there are known significant national shortages. The value of any market supplement is determined by a comparison of the remuneration for a TMBC role against relevant market rates for similar roles.

## 2 Identification of the skills shortage

### 2.1 National information

2.1.1 Within local government there are certain identified skill shortage areas. The list of roles below has been identified through data collection from the LGA. Occupations with known skills shortages (as at August 2023) are:

- Children's social workers
- Adult social workers
- Mental Health Social Workers
- Planning officers \*

- Building control officers \*
- Environmental health officers \*
- Educational psychologists
- Trading standards officers
- Solicitors/ legal officers\*

\*Category of worker employed by TMBC

2.1.2 This national picture is often the first indicator of a shortage. Where there is an identified shortage nationally it will still be a requirement to demonstrate that a shortage applies to the local area.

2.1.3 In order for a post to be considered as a “hard to fill” post (as defined in paragraph 1.7 above), this proof will be gained through the outcome of relevant recent unsuccessful recruitment campaigns and the additional information as detailed below:

## **2.2 Recruitment Campaigns**

2.2.1 Where there is no anticipated shortage there will need to be a minimum of at least two appropriate external recruitment campaigns within a minimum two-month period to establish that it is not possible to fill a position. Advertising utilising a specialist trade publication/website will need to be demonstrated.

## **2.3 Recruitment Agencies/Head-hunters**

2.3.1 If an external recruitment campaign fails then all other options should be explored such as looking at utilising permanent recruitment agencies and recruitment ‘head hunters’ where deemed appropriate.

2.3.2 Advice should be sought from Human Resources to identify appropriate agencies/head-hunters to ensure any potential placement costs are reasonable and in-line with expected rates.

## **2.4 Salary benchmarking**

2.4.1 Salary benchmarking should be undertaken by looking at a variety of similarly advertised regional and national posts. It is important to examine the job adverts and job descriptions/person specifications as posts which have the same or similar job titles within different organisations may not necessarily have the same levels of responsibilities/accountabilities etc.

# **3 Process and principles for agreeing a market supplement for recruitment purposes**

3.1 Where the steps outline in section 2 have been taken, recruitment has not been successful and where there is a demonstrable salary difference between the maximum salary package the Council is offering and comparable salaries elsewhere then this will enable the identification of posts which will

be considered for a market supplement.

3.2 The level of market supplement will be agreed by Management Team (in consultation with the Chair of General Purposes Committee) following a report and recommendation from the Head of HR & Development, compiled in conjunction with the relevant service manager and director.

3.3 The recruitment market supplement will be paid as part of the monthly salary in twelve equal instalments during the year and will be subject to deductions for tax, national insurance and pension contributions. The supplement will not be subject to the annual pay award and will not be taken into account for any salary related enhancements e.g. overtime which will be paid at the normal salary rate. Part time and job share employees will receive a pro rata market supplement.

3.4 The recruitment market supplement will be given for a minimum two-year period initially. This will be annually reviewed to confirm that the supplement is still necessary and at the appropriate level.

3.5 Where the removal or reduction in level is the outcome of the review this will not take effect until the minimum two years has expired. Removal or reductions of the market supplement will follow the process set out in section 6.

## **4 Process and principles for agreeing a market supplement for retention purposes**

4.1 Whilst the market supplement is principally to enable the council to be able to compete in a highly competitive market to attract new employees, there may be cases where a supplement should also be considered for existing similar posts. This may occur in situations where a new recruit is offered a supplement which would then cause equally mobile colleagues to leave and seek a similar salary elsewhere.

4.2 Where a market supplement has been identified to aid with recruitment then consideration should be given to other existing posts in the same service to determine whether a market supplement for retention purposes should be given.

4.3 The level of the market supplement payment will be agreed by Management Team (in consultation with the Chair of General Purposes Committee) following a report and recommendation from the Head of HR & Development, compiled in conjunction with the relevant service manager and director.

4.4 The retention market supplement will be paid as part of the monthly salary in twelve equal instalments during the year and will be subject to deductions for tax, national insurance and pension contributions. The supplement will not be subject to the annual pay award and will not be taken into account for any salary related enhancements e.g. overtime which will be paid at the normal salary rate. Part time and job share employees will receive a pro rata market supplement.

4.5 The retention market supplement will be given for a minimum two-year period initially. This will be annually reviewed to confirm that the supplement is still necessary and at the appropriate level. Where a the removal or reduction in level is the outcome of the review this will not take effect until the minimum two years has expired. Removal or reductions of the market supplement will follow the process set out in section 6.

## 5 Process and principles for agreeing a golden hello payment for recruitment purposes

5.1 Golden Hello payments will generally only be considered by management team for posts which have been identified as needing to have a market supplement. However, there may be exceptional circumstances whereby a post attracts a golden hello payment but not attract a market supplement. There is no automatic assumption that a golden hello payment will be paid in addition to a market supplement being identified.

5.2 The level of the golden hello payment will be agreed by Management Team (in consultation with the Chair of General Purposes Committee) following a report and recommendation from the Head of HR & Development, compiled in conjunction with the relevant service manager and director.

5.3 The general principles of a golden hello are that the agreed amount is paid in two instalments. The first instalment is paid as 50% of the total golden hello amount upon joining the Council, with the second instalment paid after six months upon completion of a successful probationary period. The instalments will be subject to deductions for tax and national insurance.

5.4 Part time and job share employees will receive a pro rata amount of the total golden hello figure based on the percentage of the part time contractual hours against the full-time equivalent hours. If working hours are subsequently increased after the start date, this will not attract any additional payments.

5.5 The Golden Hello payment will normally be repaid in full if the employee leaves within 24 months of joining the organisation.

5.6 Each time a vacancy occurs which attracts a market supplement, management team will give consideration as to whether it is appropriate for the Golden Hello payment to be advertised and to the level of such payment.

5.7 For the avoidance of doubt Golden Hello payments will not be paid to existing members of staff. No member of staff may receive more than one Golden Hello payment.

## 6 Removal or reduction of the market supplement

6.1 The availability of skills varies over time. As professions are identified as skill shortage areas and salaries rise they can attract an increased number of trainees. Where this is the case, the council would not wish to incur unnecessary salary costs, i.e. paying substantially more for a role above the actual job evaluated grade if the job evaluated grade would be sufficient to attract high quality applicants.

6.2 Management team will review the posts attracting a supplement on an annual basis in January each year.

6.3 When it is clear that a particular profession or skill area no longer necessitates a market supplement this will be withdrawn over a phased period of two years – with the withdrawal of 25% of the supplement every six months until the employee returns to the normal rate for the job.

6.4 The assessment of the on-going need will relate to the national skills assessment combined with local salary reviews and the response to recruitment campaigns. When a market supplement is to be withdrawn the employee will be notified by the end of January and the phased withdrawal will commence in April of that year. In this way the annual pay award should help to offset any reduction.

6.5 If a post which attracts a market supplement is re-graded to a higher salary scale, the market supplement will be automatically reduced or removed.

6.6 The amount that it will be reduced by will be the difference between the increase in the top of the spinal column point of the new salary grade compared to the top of the spinal column of the old salary grade and the amount of the market supplement. If the difference exceeds that of the market supplement amount then the market supplement will be removed from the date the new grade is implemented from.

**Human Resources  
September 2023**

## TONBRIDGE & MALLING BOROUGH COUNCIL

### GENERAL PURPOSES COMMITTEE

11 October 2023

#### Report of the Chief Executive/Electoral Registration Officer

#### Part 1- Public

#### Delegated

#### **1 REQUEST FOR COMMUNITY GOVERNANCE REVIEW OF KINGS HILL PARISH COUNCIL SEAT NUMBERS**

**A request has been received from Kings Hill Parish Council requesting to reduce the numbers of Parish Councillors that sit on their Parish Council. They wish to reduce their numbers from 12 to 10 councillors. Please see attached Kings Hill Parish Council request at Annexes 1a & 1b.**

#### **1.1 Background**

- 1.1.1 Members will be aware that the formal process to reduce the number of councillors on a parish council is by means of a Community Governance Review.
- 1.1.2 It is the responsibility of General Purposes Committee to decide whether a Community Governance Review is to be undertaken when a request is received.
- 1.1.3 Kings Hill Parish Council is made up of 12 seats at present. At the May 2023 elections, they managed to fill all 12 vacancies. 2 of these seats are currently vacant.
- 1.1.4 Kings Hill Parish has an electorate of 6787 and it is growing quickly due to the increase of properties being built on Kings Hill.
- 1.1.5 There are no rules around the number of Parish Councillors on a Parish except there has to be a minimum of 5. Typically, across the country, the following numbers are recognised

<b>Electorate</b>	<b>Seats</b>
Less than 500	5-8
501 – 2500	6-12
2501-10,000	9-16
10,001-20,000	13-27
Over 20,000	13-31

Please find attached at **Annex 2**, a current list of Parish councils within the Borough, showing their councillor numbers and electorate.

- 1.1.6 Often Parish councils reduce their numbers due to not being able to fill vacancies that arise. Kings Hill have not had issues in the past filling any vacancies that have arisen. Most of the recent casual vacancies at Kings Hill have been filled via election. This shows there are enough residents wanting to be a part of this Parish Council.

## **1.2 Legal Implications**

- 1.2.1 The Local Government and Public Involvement in Health Act 2007 deals with Community Governance Reviews.
- 1.2.2 In addition to the 2007 Act, legislation relating to parishes can also be found in the Local Government Act 1972 (in particular, provision about parish meetings and councils, the constitution of a parish meeting, the constitution and powers of parish councils and about parish councillors) and the Local Democracy, Economic Development and Construction Act 2009 (reviews of, and recommendations about, electoral areas by the LGBCE), as well as in other enactments.

## **1.3 Financial and Value for Money Considerations**

- 1.3.1 If a Community Governance Review was to go ahead, there would be cost implications for officer time and consultation process, which would be met from existing budgets.

## **1.4 Risk Assessment**

- 1.4.1 No risks associated with this report and process.

## **1.5 Equality Impact Assessment**

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## **1.6 Recommendations**

- 1.6.1 My recommendation is that General Purposes Committee refuse Kings Hill's request to undertake a Community Governance Review.

- 1.6.2 The reasons behind this are -

- The large electorate would be better served by a larger number of councillors. It would also make the job of Parish Councillor in this Parish easier, with more hands to spread the workload.

**Background papers:**

contact: Daune Ashdown

Annexes 1a & 1b - Kings Hill Parish Council request  
for reduction in numbers

Annex 2 - List of Tonbridge & Malling Parish Councils  
numbers and electorate

Julie Beilby  
Electoral Registration Officer

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# Kings Hill Parish Council



*Enhancing the lives of the Kings Hill Community*

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG  
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Ms J Beilby  
Chief Executive  
Tonbridge and Malling Borough Council  
Gibson Drive  
Kings Hill  
Kent  
ME19 4LZ

30 June 2023

Dear Ms Beilby

## **REQUEST FOR COMMUNITY GOVERNANCE REVIEW**

I write regarding the above.

At a full meeting of Kings Hill Parish Council held on 22 June 2023 the council decided that it would request Tonbridge and Malling Borough Council to undertake a Community Governance Review with the aim of reducing the number of seats from 12 to 10. (Extract from minutes attached, FC 120.3 refers)

Kings Hill Parish Council is of the opinion that 10 Parish Councillors is a sufficient number to fully represent the electorate of Kings Hill and will not negatively affect the democratic process. Furthermore, the council does not believe that there will be strong opposition to the proposal.

National government guidance notes that 'Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. The Government's guidance also states that 'each area should be considered on its own merits, having regard to its population, geography, and the pattern of communities' and therefore the Council is prepared to pay particular attention to existing levels of representation, the broad pattern of existing council sizes which have stood the test of time and the take-up of seats at elections in its consideration of this matter.

Kings Hill is a condensed development and more compact and not as spread out when compared to similar sized parish elsewhere.

The balance of evidence indicates that there are sufficient grounds to progress to formally reduce the current number of Parish Council seats from 12 to 10, to better reflect the number of electors within Kings Hill. In suggesting a reduction in the number of Parish Councillors serving Kings Hill, the council firmly believes that accountability and effectiveness of the Parish Council will be maintained and that a reduction in numbers will have no significant effect.

The Aston Business School found the following levels of representation to the good running of a council:

<b>Electors</b>	<b>Councillors</b>
Less than 500	5-8
501-2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
More than 20,000	13-31

The population of the electorate (those of voting age and above) within Kings Hill is approximately 8,600. On this basis decreasing the number of seats from 12 to 10 means that the parish council falls within acceptable levels of representation for a parish of this population size.

I hope Tonbridge and Malling Borough Council will support Kings Hill Parish Council in undertaking the Community Governance Review, you have my assurance that Kings Hill Parish Council will fully support Tonbridge and Malling Borough Council throughout this process.

Should you require any additional information, please do not hesitate to let me know.



Karen Bell  
Clerk to the Council

FC 120.1	<b>Staffing Matters</b> Staff Training                      Agreed Part Time Caretaker   Amended Contract agreed.	<b>Unanimous</b> <b>Unanimous</b>
FC 120.2	<b>Legal Matters</b> FC 120.2.1    Police update FC 120.2.2    Advice from KALC FC 120.2.3    Advice from Surrey Hills FC 120.2.4    Correspondence from Resident representative FC 120.2.5    Action against vexatious resident Agreed FC 120.2.6    Correspondence from former Employee Noted / No comment	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Unanimous</b> <b>Unanimous</b>
FC 120.3	<b>Community Governance Review</b> Request to be submitted to TMBC which will seek to reduce the number of seats from 12 to 10.. Agreed	<b>Unanimous</b>
FC 120.4	<b>Review of Kings Hill Pre-School</b> Agreed to be reviewed in consultation with the pre-school by Cllrs. Colman, Kirk, MacKay, Mclymont & Petty	<b>Unanimous</b>
FC 120.5	<b>Kings Hill Parish Councillors – Consideration of two late acceptance of Declaration of Acceptance of Office</b> Refused	<b>Unanimous</b>
FC 120.6	<b>Kings hill Parish Council Status</b> Deferred to October 2023	<b>Unanimous</b>

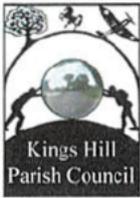
103/2023    **Date and time of Next Meeting:** Confirmed as 22 June 2023

There being no additional business, the meeting closed at 10.20 p.m.

*These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions made at the meeting.*

Chairman: .....    Date: 20 July 2023

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# Kings Hill Parish Council



*Enhancing the lives of the Kings Hill Community*

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Ms J Beilby  
Chief Executive  
Tonbridge and Malling Borough Council  
Gibson Drive  
Kings Hill  
Kent  
ME19 4LZ

04 July 2023

Dear Ms Beilby

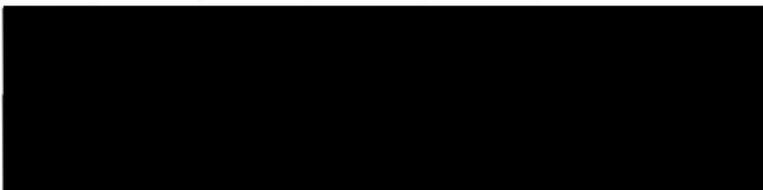
## REQUEST FOR COMMUNITY GOVERNANCE REVIEW

I write regarding the above and further to yesterday's email in which additional information was requested in respect of the Council's request for a Community Governance Review.

Kings Hill Parish Council is requesting a Community Governance Review seeking to reduce the number of councillors from 12 to 10. Our reasons for this request are as follows:

- 10 Councillors will create a more manageable and cohesive group that will be sufficiently large to create debate and reach consensus but small enough to be able to know one another and work together.
- 10 Councillors will be more manageable for the council's workload without overburdening any Councillor.
- 10 Councillors sharing the workload / representation would work for this community.

Should you require any additional information, please do not hesitate to let me know.



Karen Bell  
Clerk to the Council

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## Annex 2

Parish	Parish Ward	Parish Ward Seats	Total Seats	Electorate per Parish ward	Total Electorate
Addington			7		649
Birling			7		339
Borough Green			11		3170
Burham			8		1039
Ditton			13		3745
East Peckham			11		2531
Hildenborough			11		3741
Ightham			9		1580
Kings Hill			12		6726
Leybourne			11		3523
Offham			7		616
Platt			9		1389
Plaxtol			9		855
Ryarsh			7		691
Shipbourne			7		368
Stansted			7		456
Trottiscliffe			7		422
Wateringbury			9		1598
West Malling			11		2115
West Peckham			7		293
Woudlham			8		2194
Wrotham			9		1466
Aylesford Parish	Aylesford North	2		611	
Aylesford Parish	Aylesford South	8		3924	
Aylesford Parish	Blue Bell Hill	2		1088	
Aylesford Parish	Walderslade	5		2086	
Aylesford Parish	Eccles	3		1293	
			<b>20</b>		<b>9002</b>
East Malling & Larkfield Parish	East Malling	6		3889	
East Malling & Larkfield Parish	Larkfield North	6		3504	
East Malling & Larkfield Parish	Larkfield South	5		3362	
			<b>17</b>		<b>10755</b>
Hadlow Parish	Golden Green	2		418	
Hadlow Parish	Hadlow	11		2502	
			<b>13</b>		<b>2920</b>
Mereworth Parish	Mereworth	5		598	
Mereworth Parish	The Airfield	2		238	
			<b>7</b>		<b>836</b>
Snodland Town Council	Snodland East & Ham Hill	6		3567	
Snodland Town Council	Snodland West & Holborough	9		5003	
			<b>15</b>		<b>8570</b>

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### GENERAL PURPOSES COMMITTEE

11 October 2023

#### Report of the Chief Executive

#### Part 1- Public

#### Delegated

### 1 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

**Following receipt of the final recommendations for the Constituency arrangements, from the Boundary Commission for England, a Polling District & Polling Place Review, needs to be undertaken to implement any necessary changes to Polling Districts/Places.**

#### 1.1 Background

1.1.1 Boundary Commission for England have undertaken a review of Parliamentary constituencies across the UK.

1.1.2 As part of these changes a review of the Polling Districts and Places has to be undertaken. The changes have to be implemented in time for a pending Parliamentary Elections.

#### 1.2 Definitions

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

##### 1) **UK Parliamentary constituencies**

The Parliament Constituencies Act 1986 states:

There shall for the purpose of parliamentary elections be the county and borough constituencies (or in Scotland the county and burgh constituencies), each returning a single member, which are described in Orders in Council made under this Act. [...] In this Act and, except where the context otherwise requires, in any Act passed after the Representation of the People Act 1948, "constituency" means an area having separate representation in the House of Commons.'

UK Parliamentary constituency boundaries cannot be changed by this review.

- 2) 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.
- 3) 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 un-parished 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.
- 4) Any areas that are not co-terminus, within the Parliamentary Constituency boundaries, must be designated a Polling District on their own.
- 5) 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 polling places under review.
- 6) 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. The Returning Officer for the particular election must provide a sufficient number of polling stations and allot the electors to those polling stations in such manner as he or she thinks the most convenient.

### 1.3 Designation of Polling District and Polling Place

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 circumstances 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 example, 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 The council must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing.

1.3.4 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 includes 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, however, the use of school facilities is unavoidable.

## **1.4 Formal Review Process and Timetable**

1.4.1 The guidance issued by the Boundary Commission for England identifies that the Review must commence in October 2023 and be completed and the changes in place for the next Parliamentary Election, which has to have taken place by January 2025. 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 below I have been mindful of the other competing priorities within Electoral Services, namely:

- The timing of the canvass, starting in July 2023 and completing November 2023 with the publication of the register on 1<sup>st</sup> December 2023.
- The need to prepare for and ensure new arrangements are in place ready to conduct the PCC Elections in May 2024.
- The changes being made via the Elections Act to Postal Voting, Overseas Electors and EC Citizens voting rights.

1.4.2 When carrying out the review, local authorities 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, if the authority maintains a website, by placing a copy on the authority's website
- seek representations from such persons as it thinks have 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(s).
- on completion of a review, give reasons for its decisions and publish:
  - a) all correspondence sent to an (Acting) Returning Officer in connection with the review
  - b) all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
  - c) all representations made by any person in connection with the review
  - d) the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
  - e) details of the designation of polling districts and polling places within the local authority area as a result of the review
  - f) details of the places where the results of the review have been published.

1.4.3 The legislation suggests an approach starting with polling districts, followed by choosing polling places and then considering 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 the legislation.

## **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

requirements of electors or taken sufficient account of the needs of 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
- any non-electors who has expertise in access to premises or facilities 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 completed and that final boundaries take into account the views presented to this Group.

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 roads, 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 Consultation**

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

1.6.2 The review documents will be published on our website. This will include maps of the proposed Polling Districts are received in other formats (email, letter or telephone call), the details will be transposed onto the consultation portal by electoral services staff to allow final publication at the end of the consultation period.

1.6.3 During the formal consultation period, we will contact the following to invite their comments on the proposed polling districts and polling places:

- Borough councillors
- County Councillors
- Parish councils
- Members of Parliament
- Local political parties
- Tonbridge & Malling Seniors Forum
- Electors, by way of public notices and press releases
- Managers or bookings 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.
- Tonbridge Community Forum

1.6.4 Please find attached at **Annex 1** Timetable for the review.

## **1.7 Legal Implications**

1.7.1 The Representation of the People Act 1983 (as amended) requires borough councils to undertake reviews of polling districts and polling places for each change to Parliamentary boundaries. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places.

## **1.8 Financial and Value for Money Considerations**

1.8.1 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 embarrassment to the Council.

## **1.9 Risk Assessment**

1.9.1 The requirements of our 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.

1.9.2 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.

## **1.10 Equality Impact Assessment**

1.10.1 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.

## **1.11 Recommendations**

1.11.1 For General Purposes Committee to note and agree the commencement of this review.

Background papers:

contact: Daune Ashdown

Nil

Julie Beilby  
Chief Executive

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**Polling Station and Polling Place Review  
Timetable**

<b>Date</b>	<b>Action</b>
11 October 2023	Report to GP to gain permission to start Polling District Review.
October-November	Devise proposals for new arrangements – visit any problem Polling stations.
1 <sup>st</sup> December 2023	Publish register with existing arrangements. Publish Notice of Review 4 Week Consultation begins
24 <sup>th</sup> January 2024	Final Proposals to General Purposes Committee
1 <sup>st</sup> February 2024	Publish new Register with new arrangements in place
1 <sup>st</sup> March 2024	Timetable for PCC Elections starts
2 <sup>nd</sup> May 2024	PCC Election

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# Agenda Item 9

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 10

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 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.

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