



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Interim Chief Executive
Adrian Stanfield LL.B (Hons)

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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

16 January 2024

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, 24th January, 2024 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

ADRIAN STANFIELD

Interim 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 - 16

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 11 October 2023.

Matters for Recommendation to the Council

6. Localism Act - Pay Policy 17 - 26

The report summarises the requirements of the Localism Act and presents an updated Pay Policy Statement 2024/25, attached at Annex 1, for Members to consider and commend for adoption at the next full Council meeting.

Decisions to be taken under Delegated Powers

7. Pay Award 2024/25 27 - 46

This report provides Members with a variety of options to consider in determining the pay award for employees for 2024/25.

8. Review of Whistleblowing Policy 47 - 76

This report informs Members of the outcome of the review of the Borough Council's Whistleblowing Policy.

9. Review of Polling Districts and Polling Places 77 - 94

Following public consultation as part of the review of the Polling Districts and Places, this report details the final proposals for the new constituency structure and the Polling Districts/Places/Stations under the new Constituency arrangements.

10. Urgent Items 95 - 96

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

11. Exclusion of Press and Public 97 - 98

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

12. Establishment Report 99 - 142

(Reasons: LGA 1972 - Sch 12A Paragraph 1 and 2 – Information relating to an individual and information which is likely to reveal the identity of 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.

13. Urgent Items 143 - 144

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