

# TONBRIDGE & MALLING BOROUGH COUNCIL



## EXECUTIVE SERVICES

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**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.gov.uk](mailto:committee.services@tmbc.gov.uk)

4 June 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, 12th June, 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).

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 13 March 2024.

### **Matters for Decision under Delegated Powers**

6. Staff Award Payment 17 - 20

A report setting out criteria for the one-off staff recognition payments within the approved budget contained in the 2024/25 estimates.

7. Urgent Items 21 - 22

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**

8. Exclusion of Press and Public 23 - 24

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**

### **Matters Taken under Delegated Powers**

9. Establishment Report 25 - 70

**(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.

10. Urgent Items

71 - 72

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 A McDermott (Vice-Chair)

Cllr B Banks  
Cllr K Barton  
Cllr A G Bennison  
Cllr M A Coffin  
Cllr J Clokey

Cllr D A S Davis  
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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<b>General Purposes Committee</b>					
	<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	Steve Crisp		Wayne Mallard
3	Robert Cannon	Anita Oakley	Mark Hood		
4	Des Keers	Frani Hoskins	Robert Oliver		
5	Adem Mehmet	Garry Bridge			



Declarations of interest

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## TONBRIDGE AND MALLING BOROUGH COUNCIL

### GENERAL PURPOSES COMMITTEE

Wednesday, 13th March, 2024

**Present:** Cllr M R Rhodes (Chair), Cllr M A Coffin (Vice-Chair), Cllr L Athwal (substitute), Cllr K Barton, Cllr A G Bennison, Cllr G C Bridge (substitute), Cllr R I B Cannon (substitute), Cllr J Clokey, Cllr D A S Davis, Cllr R V Roud and Cllr K B Tanner

**In attendance:** Councillors M D Boughton and P M Hickmott were also present pursuant to Council Procedure Rule No 15.21.

**Virtual:** Councillor W E Palmer participated via MS Teams in accordance with Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors B A Parry, B Banks and A McDermott.

### PART 1 - PUBLIC

#### **GP 24/10 NOTIFICATION OF SUBSTITUTE MEMBERS**

Notification of substitute members were recorded as set out below:

- Cllr L Athwal substituted for Cllr B A Parry
- Cllr G Bridge substituted for Cllr B Banks
- Cllr R Cannon substituted for Cllr A McDermott

In accordance with Council Procedure Rules 17.5 to 17.9 these Councillors had the same rights as the ordinary member of the committee for whom they were substituting.

#### **GP 24/11 DECLARATIONS OF INTEREST**

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

#### **GP 24/12 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the General Purposes Committee held on 24 January 2024 be approved as a correct record and signed by the Chairman.

**MATTERS SUBMITTED FOR INFORMATION****GP 24/13 GENDER PAY GAP REPORT 2022-2023**

The report of the Interim Chief Executive summarised the legislative context of gender pay gap reporting and incorporated the outcomes of the Borough Council's gender pay gap analysis for 2022-2023.

Overall, during the most recent twelve month period there had been a positive shift in the mean and median gender pay gap of 3.48% and 7.65% respectively compared to the previous year. It was noted that the reduction in the size of the Council's gender pay gap was likely due to the fact that the three most senior positions the Council had appointed to during the 2022-2023 financial year were posts graded M4, M5 and M6 respectively and all three appointments were taken up by female staff.

Attention was made to the actions the Council was taking to try to address the Gender Pay Gap, in particular the Remote Working Policy, the Flexible Working and Time Off Policy and the Council's commitment to undertaking further work regarding the menopause to ensure that those affected felt supported at work.

**MATTERS FOR CONSIDERATION IN PRIVATE****GP 24/14 EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

**RESOLVED:** That as public discussion would disclose exempt information, the following matters be considered in private.

**PART 2 - PRIVATE****DECISIONS TAKEN UNDER DELEGATED POWERS****GP 24/15 ESTABLISHMENT REPORT**

(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).

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) the change in job title of post DJ0182 from Principal Enforcement Officer to Planning Enforcement Manager, be noted;
- (2) the regrading of the Licensing Officer post (DR0406) to scale 6, be noted;
- (3) post DN0201, Technical Support Manager (M6), be deleted with effect from 1 April 2024;
- (4) post DN0110 Technical Architect (M7), be deleted with effect from 1 April 2024;
- (5) a new post of IT Technical Architect and Support Manager (M6), be created with effect from 1 April 2024;
- (6) an additional post of Senior Developer/Analyst (M8), be created with effect from 1 April 2024;
- (7) the IT Applications and Development Team Manager post (DN0101) be regraded from M7 to M6 with effect from 1 April 2024; and
- (8) the overall cost implications as set out in paragraph 1.5, be noted.

**RECOMMENDED\*:** That

- (i) the Housing Solutions Officers (DV0785 and DV0788), Accommodation Officer (DV0786), Homelessness Prevention Officers (DV0789 and DV0790) and Housing Allocations Assistant (DV0791), be permanently established with effect from 1 May 2024; and
- (ii) the funding for these posts be provided from the annual Homelessness Prevention Grant Allocations commencing in 2024/25, and it be noted that should future grant allocations cease to provide sufficient funding, a review of resourcing would need to be undertaken.

**\*Recommended to Council**

The meeting ended at 7.52 pm

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### GENERAL PURPOSES COMMITTEE

12 June 2024

#### Report of the Interim Chief Executive

#### Part 1- Public

#### Delegated

### 1 STAFF AWARD PAYMENT

**A report setting out criteria for the one-off staff recognition payments within the approved budget contained in the 2024/25 estimates.**

#### 1.1 Introduction

1.1.1 During the preparation of the Estimates for 2024/25, Members of Cabinet recommended that £50,000 be set aside for “Staff Recognition”. Accordingly, a budget of £50,000 was incorporated into the Estimates for 2024/25 and subsequently approved by Full Council.

1.1.2 Cabinet suggested that the sum was divided up equally between all staff and is paid as soon as reasonably practicable, subject to the approval by the General Purposes Committee.

#### 1.2 Principles of the staff reward payment

1.2.1 This is a one-off standalone payment; this is not a recurring annual payment.

1.2.2 This is a Member-led initiative and is not linked to any wider Council policies on staff pay and reward.

1.2.3 Cllr Kim Tanner, Portfolio Holder for Finance and Housing, is the lead Member for this initiative. Cllr Tanner has suggested that the sum of £50,000 should be divided equally amongst all staff as a ‘thank you’ payment for staff in recognition of the work they do and their service to the Council.

1.2.4 It is noted that, over the years, Members have expressed their gratitude to staff for their roles in diligently delivering services to the public through good and extremely challenging times (including the pandemic and economic crises) whilst at the same time playing their part in ensuring economy, efficiency and the achievement of best value. The good performance of the Council (financially and in other respects) is as a result of the excellent partnership with staff.

- 1.2.5 In challenging times, the goodwill, loyalty and dedication of staff (often for no financial reward) is paramount in maintaining effective services.
- 1.2.6 The one-off payment is also a way in which to mark and celebrate 50 years of Tonbridge & Malling Council by recognising the contribution that staff make to the borough and its communities.

### **1.3 Criteria for staff to receive the payment**

- 1.3.1 For staff to receive the one-off payment, the following criteria must be met:
- Staff must be employed on a permanent contract or a fixed-term contract of a minimum of twelve months.
  - Staff must be employed by the Council on 30 June 2024 and still be due to receive their usual salary payment on 15 July 2024.
  - All staff will receive the same fixed payment amount. The amount will not be pro-rata'd according to hours or grade.
  - Any members of staff who are within the Council's disciplinary procedure will not receive the payment until disciplinary proceedings have finalised with "no case to answer" as the outcome. If the outcome results in disciplinary action being taken, then it is likely that the payment will not be made. A final decision on the appropriateness of the payment will be taken by the relevant Chief Officer, depending on the circumstances of the disciplinary case.
  - Similarly, any members of staff who are within the Council's capability procedure will not receive the payment if formal action has been taken against them as detailed in the Council's Capability Procedure. If the outcome results in a formal Capability Hearing, then it is likely that the payment will not be made. A final decision on the appropriateness of the payment will be taken by the relevant Chief Officer, depending on the circumstances of the capability case.
  - The payment will be made to staff employed directly by the Council who meet the above criteria, the payment will not be made to personnel engaged on Casual Agreement contracts.
  - The payment will not be made to staff who are engaged via an employment agency.
- 1.3.2 All four members of the Council's Management Team have opted out from receiving the payment.

### **1.4 Payment amount**

- 1.4.1 Based on a current headcount of 262 staff the payment will be £150 each.
- 1.4.2 The payment is made subject to employer's national insurance contributions, the payment is also superannuable.

### **1.5 Legal Implications**

- 1.5.1 Engagement will take place with the Joint Employee Consultative Committee (JECC) and with UNISON.

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

1.6.1 A budget of £50,000 is included in the estimates for 2024/25.

1.6.2 Due to the employer's national insurance contribution and the superannuation payment, it is likely that actual amount cost will be in the region of £52,000-£53,000. Any amount above the £50,000 will be met from the Council's Management Savings on salaries.

## **1.7 Risk Assessment**

1.7.1 There are no relevant risks.

## **1.8 Equality Impact Assessment**

1.8.1 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.

## **1.9 Policy Considerations**

1.9.1 Pay Policy statement. If this payment is made it will be detailed in the pay policy statement for 2025/26.

## **1.10 Recommendations**

1.10.1 Members are asked to recommend the one-off staff award payment subject to the criteria set out in paragraph 1.3.

Background papers:

Nil

contact: Mathew Brooks  
Head of Human Resources &  
Development

Adrian Stanfield  
Interim Chief Executive

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# Agenda Item 7

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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# Agenda Item 8

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 10

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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